

S/S 15 Jan 76

12
ARMY REGULATION

AR 600-10

(Ch 1, 2)

PERSONNEL-GENERAL

THE ARMY CASUALTY SYSTEM

Effective 15 May 1972

HEADQUARTERS, DEPARTMENT OF THE ARMY

MARCH 1972

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TO: All holders of ID copies of AR 600-10

SUBJECT: Interim Change to AR 600-10 (The Army Casualty System)

A. AR 600-10

Para 7-9e, AR 600-10 is added as follows: Installation casualty offices will, in addition to providing assistance to NOK of deceased service members, serve as the single installation coordinator for casualty services and expand their counselling and assistance to active duty service members in the event of dependent death.

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HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 27 May 1974

PERSONNEL—GENERAL

THE ARMY CASUALTY SYSTEM

This change adds regulatory authority to conduct reviews of missing service members by HQDA.

AR 600-10, 29 March 1972, is changed as follows:

1. Material which has been added or changed is indicated by a star.
2. Add new pages 8-5 through 8-7.
3. File this change sheet in front of the publication for reference purposes.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAAG-PSC) Alexandria, VA 22332.

By Order of the Secretary of the Army:

CREIGHTON W. ABRAMS
General, United States Army
Chief of Staff

Official:
VERNE L. BOWERS
Major General, United States Army
The Adjutant General

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HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 1 June 1973

PERSONNEL—GENERAL
THE ARMY CASUALTY SYSTEM
Effective 1 July 1973

This change revises the casualty reporting channels to agree with the Army reorganization in CONUS and the reorganization and relocation of HQDA(DAAG-PSC). The mailing address HQDA(DAAG-PSC) WASH DC 20314 as used throughout the paragraphs and illustrations of this regulation, will be changed to HQDA(DAAG-PSC) 200 Stovall Street, Alexandria, VA 22332, when the pages are revised.

AR 600-10, 29 March 1972, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below.

Remove pages	Insert pages
i through iii	i through iii
1-1 and 1-2	1-1 and 1-2
3-1 through 3-10	3-1 through 3-10
3-15 through 3-20	3-15 through 3-19
4-1 through 4-4	4-1 through 4-4
5-1 through 5-4	5-1 through 5-4.1
6-1 and 6-2	6-1 through 6-2.1
7-1 and 7-2	7-1 through 7-2.1
7-5 through 7-10	7-5 through 7-10
	B-1 through B-7

3. File this change sheet in front of publication for future reference.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to HQDA (DAAG-PSC) 200 Stovall Street, Alexandria, VA 22332.

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<p>A. DELETE: FOLLOWING ITEMS WILL NOT BE COMPLETED: ITEMS ONE, FOUR, SEVEN, NINE, TEN, TWELVE, THIRTEEN, SIXTEEN, SEVENTEEN, EIGHTEEN, AND TWENTY-NINE.</p> <p>B. CHANGES: FOLLOWING CHANGES WILL BE MADE TO CURRENT INSTRUCTIONS ON PREPARATION OF THIS FORM:</p> <p>{1} ITEM 3, SOCIAL SECURITY NUMBER: ENTER THE SERVICEMAN'S SOCIAL SECURITY NUMBER. ENTER DASHES BETWEEN THE THIRD AND FOURTH DIGITS AND THE FIFTH AND SIXTH DIGITS E.G. 000-00-0000.</p> <p>{2} ITEM 5, HOME OF RECORD: HOME OF RECORD AT TIME OF LAST ENTRY ON ACTIVE DUTY IN CURRENT STATUS. USAP AND ARNG PERSONNEL WILL NOT COMPLETE THIS ITEM. FOR ENLISTED PERSONNEL, HOME OF RECORD CONTAINED IN ITEM 41, DD FORM 4, OR ITEM 3, DD FORM 47 WILL BE INDICATED HERE. OFFICERS HOME OF RECORD IS CONTAINED IN INITIAL ACTIVE DUTY ORDERS.</p> <p>{3} ITEM 14, DATE AND PLACE OF LAST ENTRY ON ACTIVE DUTY: IF LAST ENTRY OCCURRED WITHIN US, ENTER DATE FOLLOWED BY CITY AND STATE WHERE ENTRY OCCURRED. IF LAST ENTRY OCCURRED OUTSIDE US, {ENTER} DATE FOLLOWED BY MILITARY ACTIVITY, CITY, AND COUNTRY, E.G., 16 JUN 72, HQ MACV, SAIGON, VIETNAM. FOR USAR AND ARNG PERSONNEL REPORTING FOR ACTIVE DUTY PLACE OF LAST ENTRY WILL BE LOCATION SPECIFIED IN</p>									
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<p>{4} ITEM 19, SPOUSE: ENTER THE FIRST NAME, MIDDLE INITIAL, MAIDEN NAME IN PARENTHESIS, AND LAST NAME OF CURRENT LIVING SPOUSE. E.G., BETTY J. {JONES} SMITH. THIS ENTRY WILL BE IDENTICAL WITH NAME LISTED ON OTHER OFFICIAL RECORDS OF THE SERVICE MEMBER. IF THE SERVICE MEMBER HAS NEVER BEEN MARRIED, ENTER N/A IN THIS ITEM. IF PREVIOUSLY MARRIED, ENTER NOT NOW MARRIED AND IN ITEM 24 ENTER COMPLETE NAME OF FORMER SPOUSE AND HOW MARRIAGE WAS TERMINATED, E.G., DIVORCED OR DECREE TO INCLUDE DATE AND PLACE. ENTER THE COMPLETE MAILING ADDRESS WHERE FORMER SPOUSE CURRENTLY RESIDES, IF UNKNOWN LIST LAST KNOWN ADDRESS AND DATE.</p> <p>{5} ITEM 21, BENEFICIARY FOR GRATUITY PAY: SPOUSE AND/OR CHILDREN WILL NOT BE ENTERED HERE SINCE GRATUITY IS AUTOMATIC IF THEY SURVIVE THE MEMBER.</p> <p>3. FOLLOWING ADDITIONAL CHANGES ARE DIRECTED TO REDUCE PROCESSING TIME NOW REQUIRED IN COMPLETING THIS FORM. ALL ITEMS REQUIRING ADDRESSES. ADDRESSES WILL NOT BE REPEATED. USE ITEM NUMBER IN WHICH ADDRESS FIRST APPEARS FOR SUBSEQUENT ENTRIES, E.G., ITEM 19 WILL BE ENTERED IN ITEM 20, FOLLOWING THE NAME, RATHER THAN REPEAT THE ADDRESS SHOWN IN ITEM 19.</p>										
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ZIP CODES ARE NOT REQUIRED. ITEMS REQUIRING NO ENTRY WILL BE LEFT BLANK. THE ABOVE INSTRUCTIONS APPLY ONLY TO ADDRESSES; NAMES MUST BE REPEATED IN SUBSEQUENT ENTRIES. THE MEMBER EXECUTING THE FORM WILL REVIEW IT FOR ACCORACY AND VERIFY SSN. PAYROLL SIGNATURE IS REQUIRED {FIRST, MIDDLE INITIAL, AND LAST NAME}.

4. THE ABOVE CHANGES APPLY TO THE CURRENT FORM {DA FORM 47} DATED 1 JULY 1970.

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ARMY REGULATION

No. 600-10

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 29 March 1972

PERSONNEL—GENERAL
THE ARMY CASUALTY SYSTEM
Effective 15 May 1972

★This revision reduces, reorganizes, updates, and clarifies previous text. Information on line of duty investigations has been published as AR 600-33 and Servicemen's Group Life Insurance material has been incorporated in AR 608-2. Local limited supplementation is permitted, but is not required. If supplements are issued, Army Staff agencies and major Casualty Area commands will furnish one copy of each supplement to HQDA(DAAC-PSC) 200 Stovall Street, Alexandria, VA 22332; other commands will furnish one copy of each to the next higher headquarters.

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*This regulation, together with AR 600-33, 11 October 1971, and AR 608-2, 21 September 1971, supersedes AR 600-10, 7 June 1968; DA message 957876; subject: Revision of Record of Emergency Data, DA Form 41, 23 June 1970; DA message AGPC-S 052114Z Aug 70 (U), subject: Pay Information for NOK of Missing and Captured Personnel; DA message AGPC-R 011235Z Sep 70(U), subject: Travel of NOK of VSI Personnel; DA message AGPC 130435Z Mar 71(U), subject: Use of Lay Language in Medical Diagnosis; and DA message AGPC 261625Z Mar 71(U), subject: Reporting Suspected Drug Deaths.

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CHAPTER 1

GENERAL

1-1. Purpose. This regulation establishes policies and outlines responsibilities and procedures for the efficient operation of the Army casualty system.

1-2. Scope. The Army casualty system applies to those personnel for whom the Army has assumed some responsibility. The extent to which this regulation applies depends upon the status and location of the individual at the time he becomes a casualty. Specifically it includes:

★*a. Military personnel on active duty in the Regular Army (RA), Army of the United States (AUS), Army National Guard of the United States (ARNGUS), and US Army Reserve (USAR); those persons en route to, from, or participating in active duty training (ADT) or scheduled inactive (Reserve) duty training (IDT); those persons en route to, from, or at a place for final acceptance or entry on active duty with the Army; US Military Academy (USMA) cadets; Reserve Officers' Training Corps (ROTC) cadets; and members of other US Armed Forces. Members of the ARNGUS and USAR not on active duty are covered by AR 135-31 or NGR 638-1. Army personnel attached to another service of the US Armed Forces will be reported by that service under its regulations. Army personnel who die within 120 days after their separation, discharge, or retirement will be reported upon receipt of information or upon request by Chief, Casualty Division, TAGO, HQDA.*

b. Retired Army personnel, including those retired from active service, those retired at age 60 after 20 years' active duty Reserve service (Title III), those retired because of disability, and those on the Temporary Disability Retired List (TDRL).

c. US civilians outside CONUS, both appropriated and nonappropriated fund employees of Department of the Army; contract field technicians; visiting dignitaries; and representatives of Department of the Army-sponsored organizations, such as the American Red Cross, the United Services Organization, and banking facilities. This category may also include those citizens for whom local State Department officials have requested the oversea command to assume casualty reporting responsibilities, and Veterans Administration and Department of Labor contract representatives.

d. Dependents located with their sponsor overseas and those dependents who die in a military hospital in CONUS when the sponsor is overseas (a and c above). A next of kin who is not a dependent but is visiting sponsor overseas at time of death may be reported upon request of the sponsor to the local command.

e. Foreign nationals, both military and other officials, performing full-time duty with the US Army or in the United States under the auspices of the Army as a student or on an orientation tour. Those personnel of allied nations who are patients in, or for whom administrative responsibility has been assumed by, any US Army medical facility will be reported as appropriate (AR 40-2). Prisoners of war (PW) under US Army control are covered by AR 633-50.

1-3. Reports control exemption. The reports, notifications, and verifications prescribed by this regulation are exempt from reports control action under paragraph 7-2h, AR 335-15.

1-4. Release of information. Release of casualty information is governed by AR 360-5.

1-5. Casualty terms. *a.* Except as noted below, all casualty terms appearing in this regulation are as defined in AR 310-25.

b. The following terms have special meaning within this regulation:

(1) *Presumptive finding of death.* A finding made by The Adjutant General, under the Missing Persons Act (chap. 10, title 37, U.S.C.), when the circumstances surrounding the disappearance of an Army member plus the expiration of at least 1 year lead to the logical conclusion that the member is no longer alive, although the available evidence may be insufficient to establish the date on which the member died.

(2) *Next of kind (NOK).* An individual's nearest relative(s). They are listed in the following line of succession:

- (a) Spouse.
- (b) Son(s).
- (c) Daughter(s).

(d) Father, unless legal custody was granted to another person by reason of a court decree or statutory provision.

(e) Mother, unless legal custody was granted to another person by reason of a court decree or statutory provision.

(f) That blood or adoptive relative of the individual who was granted legal custody of the individual by reason of a court decree or statutory provision.

(g) Brother(s).

(h) Sister(s).

(i) Grandfather(s), paternal followed by maternal.

(j) Grandmother(s), paternal followed by maternal.

(k) Other relatives in order of relationship to the individual in accordance with the laws of the deceased's domicile.

(l) Person in loco parentis.

(3) *Primary next of kin (PNOK).* The legal next of kin. That person of any age most closely related to the individual according to

the line of succession shown in (2) above. Seniority, as determined by age, will control when the persons are of equal relationship.

(4) *Adult next of kin (ANOK).* That adult highest in the line of succession shown in (2) above, except that a spouse who is a minor will be considered the adult next of kin.

(5) *Secondary next of kin (SNOK).* Any next of kin other than the primary next of kin.

(6) *Missing person.* Any person who is declared to be in one of the categories established by the Missing Persons Act; i.e., beleaguered, besieged, captured, detained, interned, missing, or missing in action.

★(7) *Casualty Area commander.* The commander assigned responsibility for the area in which the casualty occurs in CONUS. Areas of responsibility are provided in the Deputy Chief of Staff for Logistics Detailed Logistic Support Plan, Installation Area Support, Casualty Administration. (See app B for areas of responsibility.)

1-6. Determination of date of death. When all available evidence does not establish the actual date of death, the latest date on which death can reasonably be presumed to have occurred will be selected as the date of death. Consequently, when it is established that death occurred during a specific month but there is insufficient evidence to establish the actual date of death, the last day of the month will normally be selected as the date of death. However, when the individual was absent with authority at the time of disappearance and there is no evidence of unauthorized absence or other evidence to the contrary, the last day of the period of authorized absence will be selected as the date of death. This is done so that the individual will not be unjustifiably considered absent without leave on the date of death. Where the report of death shows an abnormal length of time between the date a person was reported absent and the date selected as the date of death, the circumstances on which the selection of the latter date was based will be included in the report.

CHAPTER 2

CASUALTY REPORTING SYSTEM

Section I. GENERAL

2-1. Principles of reporting. The casualty report is the basis for providing information concerning a casualty incident to the next of kin. The report should be complete, accurate, and timely. Actual preparation of the report is discussed in chapter 3.

2-2. Types of casualty reports. The casualty reporting system provides for four different

types of casualty reports. There is a fifth category which, although not technically a casualty report, is essential to the efficient operation of the Army casualty system. This category is a health and welfare report on personnel assigned to hostile areas. Sections II through V of this chapter describe the uses of these different reports.

Section II. INITIAL REPORTS AND STATUS CHANGE REPORTS

2-3. General. *a.* The initial (INIT) casualty report is the first report submitted on an individual involved in any single casualty episode. Initially, its purpose is to enter a reportable person into the casualty reporting system for each casualty episode.

b. The status change (STACH) casualty report is a report which indicates that the casualty status of a previously reported individual has changed from one major category of casualty to another (para 2-4b).

2-4. When to submit initial and status change reports. *a.* Table 2-1 indicates when an initial report is required for a particular casualty incident.

b. Status change reports will be submitted only when a reported individual's status changes from:

- (1) Missing to dead.
- (2) Missing to returned to military control.
- (3) Wounded, injured, or ill to dead.
- (4) Wounded, injured, or ill (hospital care not required) to any category in which hospital care is required.

2-5. Reporting a person as dead. *a.* A person will be reported as dead only when—

(1) Remains have been recovered which have been positively identified as those of the individual in question.

(2) Remains have been recovered which, while not positively identified, are believed to be those of the individual in question based on the following circumstances—

(a) The reported individual can be established without question as having been involved in the casualty incident; and,

(b) There were no known, suspected, or possible survivors of the incident.

(3) Remains have not been recovered, but conclusive evidence of death exists ((a) and (b) above apply). While death reports may follow an approved action of a Missing Persons Board of Inquiry (chap 8), situations do occur where reasonably conclusive evidence of death exists at the time of the casualty event, or shortly thereafter. When the death report is not based on a Missing Persons Board of Inquiry, the commander exercising general court-martial authority will, within 48 hours after submission of the death report, appoint an officer to obtain statements from witnesses having a

knowledge of the casualty event. The appointed officer will document the facts and circumstances surrounding both the death of the individual and the nonrecovery of his remains. Statements and information obtained, together with a narrative summary prepared by the appointed officer, will be forwarded through casualty reporting channels to HQDA (DAAG-PSC), Washington, DC 20314, so as to arrive within 30 days after the submission of the death report.

b. Infant or fetal deaths will be reported only if sponsor desires TAG, DA, to make notification.

2-6. Reporting a person as missing. a. A person will be reported as missing when his whereabouts and status are uncertain and his absence appears to be involuntary. Prompt reporting that an individual is missing is essential. Initial reports will not be delayed for any reason. Such reports will give sufficient details to support reporting the individual as missing.

b. An individual reported as a missing person will be further categorized as one of the following:

- (1) Missing.
- (2) Missing in action.
- (3) Interned.
- (4) Captured.
- (5) Beleaguered.
- (6) Besieged.
- (7) Detained.

c. Once a person has been reported as missing, certain supplemental reports (sec III) will be required.

2-7. Reporting a change in status of missing person. Because of the emotional impact upon the next of kin resulting from a change in the status of a missing person (whether the member is returned to military control or his status is changed to dead or captured), commanders at all levels will insure that complete, detailed, and accurate information is furnished as soon as possible in a status change report. These reports will be passed telephonically, unless some other method is faster, with confirmation by electrical message.

2-8. Reporting a person as wounded, injured, or ill. a. An individual reported as wounded, injured, or ill will be further identified in one of the categories below by medical authorities. Medical facility commanders will establish procedures to identify all patients promptly as:

(1) Very seriously wounded, injured, or ill (VSI).

(2) Seriously wounded, injured, or ill (SI).

(3) Special category (SPECAT) patient.

(4) Not SI; hospital care required.

(5) Not SI; hospital care not required. If an individual is placed in this category as the result of a battle wound or injury, it must be indicated whether he was:

(a) Treated and held at a medical facility (for less than 24 hours).

(b) Treated and returned to duty.

b. SPECAT reporting (AR 40-2) pertains to certain patients whose next of kin need to be provided with information regarding their condition even though they are not classified as VSI or SI. These are persons who:

(1) Have sustained a severe injury, such as loss of sight or limb.

(2) Have sustained a permanent and unsightly disfigurement of a portion of the body normally exposed to public view.

(3) Are suffering from an incurable and fatal disease and have limited life expectancy.

(4) Have an established psychotic condition.

(5) May require extensive medical treatment and hospitalization.

(6) Are being released from the service under the provisions of AR 635-40 for a psychiatric condition, when such notification is deemed appropriate by the medical officer and written permission of the patient is obtained.

c. When the individual being reported has incurred a head wound or injury, the extent of eye and brain damage will be included in the casualty report. If there is no eye or brain damage, or if the extent of such damage cannot be determined, the report will so indicate.

Section III. SUPPLEMENTAL REPORTS

2-9. General. Supplemental reports are used to provide additional information to an initial report and to correct information previously submitted.

2-10. When required. Supplemental reports will be submitted at the following specific instances after submission of the initial report on an individual reported as a missing person:

a. Within 48 hours, give latest details of the case, to include actions taken to locate the missing person.

b. On the sixth day, give a complete summary of all actions taken to date to locate the missing person.

c. On the 36th day, furnish a summary of information developed within that time, including information generated by the board of inquiry (chap. 8).

Section IV. PROGRESS REPORTS

2-11. General. Progress (PROG) reports are used to report the medical progress of hospitalized wounded, injured, or ill personnel in a VSI, SI, or SPECAT category. In most cases when military personnel become casualties, the NOK is located at some considerable distance from the individual, particularly during the early, and usually the most critical, period of his medical attention. As a result, the NOK is unable to obtain information regarding the patient's status through his own resources. The progress reporting system is designed to furnish the NOK with information which he would normally acquire were he physically present at the medical facility. Note that when the presence of the NOK is deemed necessary overseas, as contributing to the recovery of a VSI patient, DA may issue an invitational travel order (ITO) (see para 7-6 for details).

2-12. When required. a. In all instances where there are NOK to be notified who are not present with the VSI, SI, or SPECAT patient, progress reports will be furnished at 5-day intervals. Progress reports will also be made when, because of the incident or the individual involved, greater concern on the part of the press or the DA Staff can be expected (sec 1, chap. 4).

b. Additional reports will be furnished immediately at the following specific instances:

(1) When the patient is evacuated to another hospital while outside of CONUS or evacuated to CONUS from a hospital outside

of CONUS. The report will contain only information regarding date of evacuation and destination, unless a regular progress report is required.

(2) When the patient arrives at a new hospital after evacuation involving a major movement (e.g., Vietnam to Japan). Reports submitted under these circumstances will include a complete admitting diagnosis.

(3) When a change in the patient's status as to VSI or SI occurs.

(4) When requested by the Chief, Casualty Division, TAGO.

2-13. Termination of reporting requirements. Progress reports, which will be suspended during the period that the patient's NOK is present, will be terminated as indicated below—

a. *VSI and SI patients.* Upon removal of the patient's name from the VSI or SI list.

b. *SPECAT patients.*

(1) For individuals located in CONUS, after the third report, providing the patient is capable of rationally communicating with his NOK.

(2) For individuals located outside of CONUS who have incurred some permanent impairment (e.g., loss of a major extremity), only at such a time as the individual is evacuated to CONUS or another oversea area where the NOK is located.

(3) For individuals located outside of CONUS who have incurred some *temporary* impairment (e.g., burns), after the third re-

port providing the temporary limitation no longer exists and the patient is capable of communicating with his NOK.

c. Special interest cases. Progress reports may be terminated after the third report, unless otherwise indicated by the Chief, Casualty Division, TAGO.

2-14. Content of reports. *a. Control.* Each report will deal with only one patient and will be sequentially numbered for control purposes.

b. Details. Reporting commands will insure that all relevant details concerning the health,

well-being, and medical progress of patients are included. As a minimum, information concerning the condition; prognosis; morale; current and anticipated treatments, to include operations; additional and terminated diagnosis; and anticipated period of hospitalization or evacuation to either CONUS or another overseas hospital. In addition, any information that might reduce the anxiety of the NOK, such as state of consciousness, degree of alertness, and whether the individual is taking nourishment, will be included.

c. Final or suspended reports. These reports will be clearly identified.

Section V. HEALTH AND WELFARE REPORTS

2-15. General. Most health and welfare reports are generated at the request of the NOK as a result of the individual having—

a. Become a casualty, but not having been injured severely enough that the NOK was notified.

b. Been hospitalized or medically evacuated.

c. Failed to write home.

d. Had mail addressed to him returned to his NOK marked "address unknown," "no record," etc.

e. Been the subject of a hoax.

(2) Name, address, telephone number, and relationship of the person initiating the inquiry.

(3) Specific reason(s) for requesting a health and welfare report.

c. Upon receipt of STATREP information from the overseas command, the Chief, Casualty Division, TAGO, will appropriately respond to the initiator of the request.

2-17. Hoax cases. The term "hoax case" covers those instances where the NOK is furnished questionable casualty information by an unofficial source. All commanders need to be alert to these cases and will refer them immediately to HQDA (DAAG-PSC), Washington, DC 20314.

a. The same minimum information listed in paragraph 2-16b is required. In addition, the following information will be furnished:

(1) Claimed type of casualty (i.e., dead, missing, etc.).

(2) Method by which the NOK was informed.

(3) Such other information as may be readily available.

b. The Casualty Division, TAGO, will notify commanders that the individual about whom they are requested to furnish information is the subject of a known or suspected hoax. Processing of these hoax cases will be

2-16. Health and welfare reports—hostile areas (STATREP). *a.* All inquiries regarding the health and welfare of personnel located in hostile areas or who have been evacuated to a nonhostile area as a result of service in a hostile area will be referred to HQDA (DAAG-PSC), Washington, DC 20314. This restriction is intended to eliminate multiple inquiries when the information requested is readily available in Casualty Division; it is in no way intended to usurp the prerogative of the American Red Cross.

b. In referring health and welfare inquiries to the HQDA (DAAG-PSC), the following information is required:

(1) Name, grade, SSN, and organization of the individual.

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accomplished with the utmost dispatch, telephonically if possible.

c. Upon receipt of information from the

oversea command, the Chief, Casualty Division, TAGO will, in turn, respond to the initiator of the request.

TABLE 2-1
DETERMINING WHEN AN INITIAL REPORT IS REQUIRED

Located in Back of Manual

CHAPTER 3

PREPARATION OF CASUALTY REPORTS

3-1. General. This chapter outlines the basic procedures to insure standard, timely, and factual preparation of casualty reports.

3-2. Addressee for casualty reports (table 3-1).

3-3. Security classification. *a.* Casualty matters are assigned the protective marking of "FOR OFFICIAL USE ONLY." See AR 360-5 to determine when these markings may be removed.

b. In some cases, certain information necessary to complete the casualty report may be classified. In such cases, the following procedure will apply:

(1) An initial report containing the unclassified basic data will be prepared and dispatched with the protective marking "FOR OFFICIAL USE ONLY."

(2) Each item that requires a classified entry will contain the comment: "CLASS—SUPP REPT FOLLOWS."

(3) An appropriate classified supplemental report will be prepared and dispatched.

3-4. Dispatch of reports. *a.* Casualty reports will normally be sent by electrical means unless circumstances dictate otherwise (chap. 4).

b. Casualty messages processed through military communications facilities to or from overseas destinations will be assigned an "IMMEDIATE" precedence. Messages originating from a CONUS installation or agency to HQDA will be assigned a "PRIORITY" precedence except when the Chief, Casualty Division, TAGO, is requested to make notification; in those instances, the "IMMEDIATE" precedence will be used.

c. In the event of Condition MINIMIZE, data

will continue to be transmitted via electrical means or by telephone.

3-5. Report of delivery. Military communications facilities transmitting a casualty message originating in an overseas command will request a report of delivery from HQDA using the "Z" signal. Messages not acknowledged within 24 hours after dispatch, while being traced by the originator, will be retransmitted.

3-6. Casualty report codes. Codes to be used in the casualty report, along with their meanings, are listed in table 3-2.

3-7. Casualty report items. There are 73 possible items of information involved in casualty reporting. Table 3-3 lists instructions for completing these items.

a. Not all of these items will be necessary for a particular casualty report. To determine which items are required, refer to table 3-4.

b. If an item is required by table 3-4 for a particular report and the information is—

(1) Negative (NO or NONE) or unknown, an entry indicating that fact is necessary.

(2) Classified, the procedure in paragraph 3-3 will be followed.

c. If an item is not required, the item and the item number will be skipped.

3-8. Format of reports. A standard subject line, "SUBJECT: CASUALTY REPORT," will be included in each report. Sample reports showing the correct format are shown in figures 3-1 through 3-4. These samples are included to show the format of the report and will NOT be used to determine which items are necessary for a particular report.

★3-9. **Preparation of the report when the individual is away from his station of assignment.** When an individual becomes a casualty while away from his permanent station (e.g., individual is on leave), the commander in whose area the casualty occurs is responsible for providing the Casualty Area commander with information on which to prepare a casualty report. The Casualty Area commander is then responsible for submission of the casualty report. Since he may not be able to supply all the required items of information, the following applies:

a. A casualty report containing the items of information available to the Casualty Area commander will be submitted to the normal addressees, to the Casualty Area or major oversea commander having responsibility for the area in which the individual's permanent station is located, and to the commander of the individual's permanent station.

b. Upon receipt of the casualty report, the commander of the individual's permanent station will obtain personal data which were not available to the reporting commander and provide data to the Casualty Area commander who will submit a supplemental report to the original addressees and the commander who submitted the initial report.

★3-10. **Casualty reporting for other US Armed Forces.** When an individual becomes a casualty and the sponsoring service is not nearby, the commander who would submit a report for Army personnel will handle the initial reporting. The format for these reports is the same for normal reports; however, the title of each item will be included since the other service may not have a copy of this regulation. Address the reports as follows and include HQDA-(DAAG-PSC) 200 Stovall Street, Alexandria, VA 22332, as an information addressee.

Service	Address
US Air Force	USAF Military Personnel Center Randolph AFB, TX 78148
US Navy	CNP (PERS P52) Washington, DC 20370
US Marine Corps	Commandant, Marine Corps Washington, DC 20380
US Coast Guard	Commandant, US Coast Guard Washington, DC 20591

3-11. **Reporting for allied governments and reporting foreign national students. a. In CONUS.**

★(1) When personnel of allied governments become casualties, the commander in whose area the casualty occurs will provide the Casualty Area commander with information on which to prepare a casualty report. The Casualty Area commander will submit a report to HQDA (DAAG-PSC) 200 Stovall Street, Alexandria, VA 22332. This information will then be relayed to the Assistant Chief of Staff for Intelligence. In addition, when a foreign national student who is the responsibility of DA dies or becomes missing in CONUS, the Casualty Area commander will furnish a telephonic report to the Deputy Chief of Staff for Military Operations, in accordance with AR 550-50. The addressees for these reports are shown in table 3-1; the format is the same as for normal reports.

(2) When representatives of the person's government are located near the installation or medical facility, direct notification of these representatives will be accomplished by the local commander.

b. *Outside CONUS.*

(1) US Army medical treatment facility commanders will notify appropriate national authorities located near the facility and will furnish a report to the commander of the US Army element of the joint or unified command when personnel of armed forces of allied nations are patients and are affected by any one of the following:

(a) Placed on or removed from the VSI or SI list.

(b) Loss of hand, foot, limb, or eye.

(c) Death.

(2) Commanders of US Army elements of joint or unified commands will maintain a current list of authorities of allied nations who are to be notified of casualties and will report casualties to the proper authorities. There is no fixed format for such reports.

(3) The NATO agreement implemented by this paragraph is STANAG 2132.

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JOINT MESSAGEFORM						SECURITY CLASSIFICATION			
						UNCLASSIFIED			
PAGE	DRAFTER OR RELEASER TIME	PRECEDENCE		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY		
		ACT	INFO				DATE - TIME	MONTH	YR
01 OF 03		00	PP		EEEE				
BOOK NO	MESSAGE HANDLING INSTRUCTIONS								
<p>FROM: (RELEASING AGENCY)</p> <p>TO: DA</p> <p>INFO: CDRUSAFSA FT BENJAMIN HARRISON IN</p> <p>(OTHER INFO ADDRESSEES REQ BY REPT CMD)</p> <p>UNCLAS E F T O FOUO</p> <p>(DRAFTER'S OFFICE SYMBOL)</p> <p>DA FOR DAAG-PSC (ACTION); DAAG-ZA AND MEMA-DIS (INFO). USAFSA</p> <p>FOR CLAIMS DIV, SETTLEMENTS OPNS</p> <p>01. INIT</p> <p>02. BATTLE</p> <p>03. ETHER</p> <p>04. 203456</p> <p>07. HQ, USARV</p> <p>08. MILITARY</p> <p>09. 000-00-0000/000-00-0000</p> <p>10. JONES, JOHN JAMES/JONES, JOHN JAMES</p> <p>11. MALE</p> <p>12. NEG</p> <p>13. 23 NOV 47</p>									
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								UNCLASSIFIED	

DD FORM 173
1 DEC 70

REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED.

GPO: 1971 431-071/1137

★Figure 3-1. Sample INIT report.

1 June 1973

JOINT MESSAGEFORM						SECURITY CLASSIFICATION			
						UNCLASSIFIED			
PAGE	DRAFTER OR RELEASE TIME	PRECEDENCE		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY		
		ACT	INFO				DATE - TIME	MONTH	YR
02 OF 03									
BOOK	MESSAGE HANDLING INSTRUCTIONS								
14. UNITED STATES 15. PFC E-3 16. AUS 17. CO C, 2D BN, 10TH INF, 19TH INF DIV, APO SF 90909 18. 11B20 19. 23 MAR 71 35. MR AND MRS ROBERT J. JONES (P), 123 MAIN ST, NEW YORK, NEW YORK 13802 36. NONE 37. 12 AUG 70 - 29 MAR 71 38. ROTOR 39. UH 1D H 40. USGOVT 41. DOOR GUNNER 42. DUTY 43. 241245Z OCT 71 44. BIEN HOA (25), MILITARY REGION III, RVN COORD YS 101 994 45. VISUAL RECON MSN 46. ACFT HIT BY HOSTILE SMALL ARMS FIRE; ACFT CRASHED AND BURNED 47. ENEMY									
DISTR:									
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SIGNATURE						SECURITY CLASSIFICATION		DATE, TIME GROUP	
						UNCLASSIFIED			

DD FORM 173
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REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED

GPO 197-437-07-1187

Figure 3-1—Continued.

1 June 1973

C 1, AR 600-10

JOINT MESSAGEFORM						SECURITY CLASSIFICATION				
						UNCLASSIFIED				
PAGE	DRAFTER OR RELEASE TIME	PRECEDENCE		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY			
		ACT	INFO				DATE - TIME		MONTH	YR
03 OF 03										
BOOK	MESSAGE HANDLING INSTRUCTIONS									
53. NO 54. 12 AUG 70 55. 167.70 56. MULTI - POWER, FORGE 57. ROMAN CATHOLIC 58. NO 59. NDSM, VCM, VSM, EXP M-16, EXP M-14 60. YES 61. 20 OCT 71 62. SP4 E-4 63. NO 66. NTL. 15 AUG 71 SGLI FORM IN MPRJ WB FWD WI 72 HRS TO C, CAS DIV, DA. FIFTEEN/ROBERT J. JONES/NO OPTION 67. NOSPOUSE 69. 241245Z OCT 71 70. BIEN HOA, RVN 71. PENETRATING MISSILE WND TO HEAD 72. READY 73. NONE PROTECTIVE MARKING AUTO REMOVED IAW PARA 18C (2), AR 360-5										
DISTR:										
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SPECIAL INSTRUCTIONS										
TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE										
SIGNATURE										
SECURITY CLASSIFICATION										
UNCLASSIFIED										
DATE TIME GROUP										

DD FORM 173
1 DEC 70

REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED.

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★Figure 3-1—Continued.

1 June 1973

JOINT MESSAGEFORM						SECURITY CLASSIFICATION					
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PAGE	DRAFTER OR RELEASE TIME	PRECEDENCE		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY				
		ACT	INFO				DATE - TIME		MONTH	YR	
01 OF 02		OO	PP		EEEE						
BOOK NO	MESSAGE HANDLING INSTRUCTIONS										
<p>FROM: (RELEASING AGENCY)</p> <p>TO: DA</p> <p>INFO: CDRUSAFSA FT BENJAMIN HARRISON IN (OTHER INFO ADDRESSES REQ BY REPT CMD)</p> <p>UNCLAS E F T O FOUR</p> <p>(DRAFTER'S OFFICE SYMBOL)</p> <p>DA FOR DAAG-PSC (ACTION); DAAG-2A AND MEMA-PIS (INFO). USAFSA FOR CLAIMS DIV, SETTLEMENTS OPNS</p> <p>01. STACH</p> <p>02. BATTLE</p> <p>03. BRICK</p> <p>04. 203455</p> <p>05. PUNCH</p> <p>06. 203320</p> <p>07. HQ, USARV</p> <p>08. MILITARY</p> <p>09. 000-00-0000, 000-00-0000</p> <p>10. JONES, JOHN JAMES/JONES JOHN JAMES</p>											
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	SIGNATURE					UNCLASSIFIED					

DD FORM 173

REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED

1. GPO 1971-0-011-1117

★Figure 3-2. Sample STACH report.

1 June 1973

C 1, AR 600-10

JOINT MESSAGEFORM						SECURITY CLASSIFICATION			
						UNCLASSIFIED			
PAGE	DRAFTER OR RELEASE TIME	PRECEDENCE		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY		
		ACT	INFO				DATE - TIME	MONTH	YR
02 OF 02									
BOOK	MESSAGE HANDLING INSTRUCTIONS								
35. MR AND MRS ROBERT J. JONES (P), 123 MAIN ST, NEW YORK, NEW YORK 13602									
36. NONE									
43. 300915Z OCT 71									
44. LZ MARY, RVN COORD YS 202 984									
46. ON 24 OCT 71, WHEN DEFENSIVE POSN WAS OVERRUN, INDIV WAS STUNNED BY FRAG WND S TO HEAD. INDIV LEFT AREA USING OPPOSITE SIDE OF HILL THAT UNIT USED. WHEN INDIV REGAINED SENSES, UNIT HAD DEPARTED. INDIV CLIMBED NEARBY RIDGE AND HID AND WAITED 5 DAYS HOPING UNIT WOULD RETURN TO PICK UP KIA. WHEN ACFT DID RETURN, JONES WAS TOO FAR AWAY TO REACH THEM. ON 6TH DAY, INDIV MOVED TOWARDS SOUND OF ARTY FIRE. ON MORNING OF 30 OCT 71, HE MADE HIS WAY TO LZ MARY.									
48. INDIV LOST 10 LBS DUE TO NOT EATING. FRAG WND S TO BACK OF SKULL PROB CAUSED BY RPG.									
49. GOOD									
73. INDIV WOUNDED WHEN RETURNED. INIT REPT WB SUBMITTED WI 72 HRS.									
PROTECTIVE MARKING AUTO REMOVED IAW PARA 18C (2), AR 360-5									
DISTR:									
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SIGNATURE									
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DD FORM 173
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REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED.

ST GPO: 1971-451-071/1187

★Figure 3-2—Continued.

JOINT MESSAGEFORM						SECURITY CLASSIFICATION			
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		ACT	INFO				DATE - TIME	MONTH	YR
01 OF 01		00	PP		EEEE				
BOOK NO	MESSAGE HANDLING INSTRUCTIONS								
<p>FROM: (RELEASING AGENCY) 7</p> <p>TO: DA</p> <p>INFO: (AS REQ BY REPT CMD)</p> <p>UNCLAS E X T O FOUO</p> <p>(DRAFTER'S OFFICE SYMBOL)</p> <p>DA FOR DAAG-PSC</p> <p>01. SUPP</p> <p>02. NONBATTLE</p> <p>03. SMITE</p> <p>04. 1</p> <p>05. SMITE</p> <p>06. 101000</p> <p>07. HQ, USAREUR</p> <p>08. MILITARY</p> <p>09. 000-00-0000/000-00-0000</p> <p>10. JONES, JOHN JAMES/JONES, JOHN JAMES</p> <p>13. IATR 23 NOV 45</p> <p>16. IATR RA</p> <p>73. NONE</p> <p>PROTECTIVE MARKING AUTO REMOVED XAW PARA 18C (2). AR 360-5</p>									
DISTR:									
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE						SPECIAL INSTRUCTIONS			
						ZFF 4			
R E L E A S E D	TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE								
	SIGNATURE					SECURITY CLASSIFICATION		DATE TIME GROUP	
					UNCLASSIFIED				

DD FORM 173
1 DEC 70

REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED.

UOPD-1871-431-071/1187

★Figure 3-3. Sample SUPP report.

1 June 1973

C 1, AR 600-10

JOINT MESSAGEFORM							SECURITY CLASSIFICATION			
							UNCLASSIFIED			
PAGE	DRAFTER OR RELEASE TIME	PRECEDENCE		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY			
		ACT	INFO				DATE - TIME		MONTH	YR
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BOOK NO	MESSAGE HANDLING INSTRUCTIONS									
<p>FROM: (RELEASING AGENCY) 7</p> <p>TO: DA</p> <p>INFO: (AS REQ BY REPT CMD)</p> <p>UNCLAS E F T O FOUO</p> <p>(DRAFTER'S OFFICE SYMBOL)</p> <p>DA FOR DAAG-PSC</p> <p>01. PROG</p> <p>02. BATTLE</p> <p>03. SMITE</p> <p>04. 1</p> <p>05. SMITE</p> <p>06. 101000</p> <p>07. HQ, USARV</p> <p>08. MILITARY</p> <p>09. 000-00-0000/000-00-0000</p> <p>10. JONES, JOHN JAMES JONES, JOHN JAMES</p> <p>62. STATE. STILL VSI; PD OF HOSP ENK. EVAC NOT CONTEMPLATED AT THIS TIME.</p> <p>73. NONE</p> <p>PROTECTIVE MARKING AUTO REMOVED IAW PARA 18C (2), AR 360-5</p>										
DISTR:										
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE						SPECIAL INSTRUCTIONS				
						ZFF 4				
TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE										
SIGNATURE						SECURITY CLASSIFICATION		DATE TIME GROUP		
						UNCLASSIFIED				

DD FORM 173

REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED.

W GPO 1971-431-071/1137

★Figure 8-4. Sample PROG report.

★ TABLE 3-1
ADDRESSEES FOR CASUALTY REPORTS

Line	Category of Person	Casualty Status	ACTION										INFORMATION ^{1/}			
			HQDA (DAAG-PSC) 200 Stovall Street Alexandria, VA 22332	CG, USARPAC STL MO 63132	Commander of Casualty Area in which NOK resides ^{2/}	HQDA (DAMO-IAM), WASH DC 20310	HQDA (DAAG-ZA), WASH DC 20310	HQDA (MEMA-DIS) WASH DC 20315	C, RET PAY DIV, USAFSA, FT BENJAMIN HARRISON, IN 46249	C, CLAIMS DIV, SETTLEMENTS OP, USAFSA, FT BENJAMIN HARRISON, IN 46249	CG, USARPAC STL MO 63132	Other info addressees req by report- ing command	HQDA (DAMI-ZA), WASH DC 20310	DIA 6-C, WASH DC 20301		
1.	All reportable persons ^{3/}	Wounded, injured, or ill	X 4/								X 5/					
2.	All reportable persons EXCEPT US Army retired, separated, or discharged ^{3/}	Dead, missing, or returned to military control	X		X	X 6/	X	X		X	X	X 5/	X 7/	X 1/		
3.	Retired general officers	Dead	X		X	X	X	X			X	X				
4.	Retired, separated, or discharged person who dies within 120 days after retirement, separation, or discharge (includes persons on TDRL)	Dead	X		X	X 8/	X	X			X	X				
5.	All other retired persons (includes persons on TDRL)	Dead	X 4/	X	X 4/	X 8/	X	X	X			X				

^{1/} Information addressees will not accomplish any notification action solely on the basis of casualty report.

^{2/} This addressee will be included ONLY for casualties occurring in CONUS.

^{3/} For individuals who become casualties while away from their permanent station, the Casualty Area or major oversea commander having jurisdiction over the unit of assignment will be an information addressee (para 3-9). For those individuals who become casualties while en route PCS, the Casualty Area or major oversea commander having jurisdiction over the new unit of assignment will also be an information addressee.

^{4/} To be included ONLY if notification by Chief, Casualty Division, TAGO, is required (chap 5) or if the casualty is the result of hostile action.

^{5/} The State adjutant general will be an information addressee on all casualty reports pertaining to ARNG personnel of that State.

^{6/} To be included ONLY for foreign national students who become casualties in CONUS (para 3-11).

^{7/} To be included ONLY for missing (PUNCH, DELAY, VIGOR, BLEAK, INERT, TARRY, STRAY) or returned to military control (BRICK).

^{8/} To be included ONLY for persons on TDRL. When included it will contain "For: DAAG-PSC-R."

Table 3-2. CASUALTY CODES

<i>Line</i>	<i>Situation</i>	<i>Code</i>
1.	Type of report	
	Initial report	INIT
	Status change report	STACH
	Supplemental report	SUPP
	Progress report	PROG
2.	Casualty status	
	Died before reaching a medical facility	ETHER
	Died after reaching a medical facility	HINGE
	Died as a result of injuries or illness while participating in training activities	COACH
	Captured by a hostile force	DELAY
	Missing in action	PUNCH
	Detained in a foreign country	TARRY
	Interned in a foreign country	INERT
	Besieged by a hostile force	VIGOR
	Beleaguered by a hostile force	BLEAK
	Missing nonbattle	STRAY
	Returned to US military control from a prior status of battle missing (DELAY, VIGOR, BLEAK, INERT, or PUNCH)	BRICK
	Returned to US military control from a prior status of nonbattle missing (STRAY or TARRY)	TRACE
	Very seriously wounded, injured, or ill	SMITE
	Seriously wounded, injured, or ill	GAVEL
	Special category patient	DRIVE
	Not seriously wounded, injured, or ill; hospital care required	FRIAR
	Not seriously wounded, injured, or ill; treated at a medical facility and returned to duty within 24 hours	ABBOT
	Not seriously wounded, injured, or ill; treated and returned to duty	VICAR
3.	Notification of progress	
	Making normal improvement	AGATE
	Convalescing	BIBLE
	Not making normal improvement	CRIMP
	Condition remains the same	STALE
	Seriously ill (not SI or VSI last report)	RISKY
	Complication classified as serious after battle wound	RHINO
	Sinking rapidly	ROGUE
	Removed from SI list and not placed on VSI list	WRITE
	Released from hospital	ERECT
	SI (previously VSI)	PROVE
	VSI (previously SI)	IMPEL
	SI or VSI and evacuated or transferred (enter date and place to which evacuated following code word)	BROKE
	Removed from VSI or SI list and will be evacuated to the United States	SCRAM
	Evacuated to the United States (enter date following code word)	EVENT
4.	Status of remains	
	Next of kin has custody of remains and is arranging disposition	RAVEN
	Remains individually identified and will be shipped to the United States, or if in the United States, disposition will be accomplished as directed by the next of kin	READY
	Remains individually identified and will be interred in an overseas cemetery	COVER
	Remains have been recovered with others. They are not individually identifiable and will be shipped to the United States,	

Line	Situation	Code
	or if in the United States, to a national cemetery as directed by the appropriate authority	UNITE
	Remains have been recovered with others. They are not individually identifiable and will be interred in an overseas cemetery in a group burial	AUGUR
	Remains have been recovered which are believed to be those of the individual in question. The remains are pending individual identification	DETER
	Remains not recovered	RENOR
5.	Line of duty status	
	Investigation required	DOUBT
	No investigation required	DANDY
6.	Inflicting force	
	Enemy	ENEMY
	Allied	AMIGO
	United States forces	BUDDY
	Other (specify following code word)	OTHER
7.	Vehicular data	
	Type of vehicle	
	Ground vehicle	WHEEL
	Watercraft	WATER
	Fixed wing aircraft	FIXED
	Rotary wing aircraft	ROTOR
	Unable to classify (explain following code word)	UNCLAS
	More than one type involved (list each following code word)	MULTI
	No vehicular involvement	NONE
	Ownership of vehicle	
	Commercial	COML
	Contract (Government contract)	CONTR
	US Government owned (includes military vehicle)	USGOVT
	Private	POV
	Other (specify following code word)	OTHER
	Multiple ownership (list following code word)	MULTI
8.	Types of additional pay	
	Incentive pay, parachute	PUMAS
	Incentive pay, demolition	DEMON
	Incentive pay, aerial flight (crewmember)	ANGLE
	Incentive pay, aerial flight (non-crewmember)	FAULT
	Special pay, foreign or sea duty	FORGE
	Special pay, Medical, Dental, or Veterinary Corps officer	MEDIC
	Special pay, diving duty	DIVER
	Special pay, proficiency	PROOF
	Hostile fire pay	POWER
	Multiple (show types following code word)	MULTI
	Incentive or special pay, other (specify following code word)	GLOBE
9.	Payment of death gratuity	
	The reporting command has possession of the decedent's financial data records folder (FDRF) and death gratuity will be paid by the finance and accounting officer directly to the surviving lawful spouse	WILLPAY
	The reporting command has possession of the decedent's FDRF and payment of the death gratuity to the lawful spouse is authorized. However, direct payment by the reporting command is not practical due to the location of the spouse	PAYAUTH

29 March 1972

Line	Situation	Code
	or if in the United States, to a national cemetery as directed by the appropriate authority	UNITE
	Remains have been recovered with others. They are not individually identifiable and will be interred in an overseas cemetery in a group burial	AUGUR
	Remains have been recovered which are believed to be those of the individual in question. The remains are pending individual identification	DETER
	Remains not recovered	RENOR
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	Investigation required	DOUBT
	No investigation required	DANDY
6.	Inflicting force	
	Enemy	ENEMY
	Allied	AMIGO
	United States forces	BUDDY
	Other (specify following code word)	OTHER
7.	Vehicular data	
	Type of vehicle	
	Ground vehicle	WHEEL
	Watercraft	WATER
	Fixed wing aircraft	FIXED
	Rotary wing aircraft	ROTOR
	Unable to classify (explain following code word)	UNCLAS
	More than one type involved (list each following code word)	MULTI
	No vehicular involvement	NONE
	Ownership of vehicle	
	Commercial	COML
	Contract (Government contract)	CONTR
	US Government owned (includes military vehicle)	USGOVT
	Private	POV
	Other (specify following code word)	OTHER
	Multiple ownership (list following code word)	MULTI
8.	Types of additional pay	
	Incentive pay, parachute	PUMAS
	Incentive pay, demolition	DEMON
	Incentive pay, aerial flight (crewmember)	ANGLE
	Incentive pay, aerial flight (non-crewmember)	FAULT
	Special pay, foreign or sea duty	FORGE
	Special pay, Medical, Dental, or Veterinary Corps officer	MEDIC
	Special pay, diving duty	DIVER
	Special pay, proficiency	PROOF
	Hostile fire pay	POWER
	Multiple (show types following code word)	MULTI
	Incentive or special pay, other (specify following code word)	GLOBE
9.	Payment of death gratuity	
	The reporting command has possession of the decedent's financial data records folder (FDRF) and death gratuity will be paid by the finance and accounting officer directly to the surviving lawful spouse	WILLPAY
	The reporting command has possession of the decedent's FDRF and payment of the death gratuity to the lawful spouse is authorized. However, direct payment by the reporting command is not practical due to the location of the spouse	PAYAUTH

<i>Line</i>	<i>Situation</i>	<i>Code</i>
	The reporting command has possession of the decedent's FDRF and there is no known surviving spouse	NOSPOUSE
	The reporting command does not have possession of the decedent's FDRF	NOFDRF
	Other (specify following code word)	OTHER

Table 3-3. INSTRUCTIONS FOR COMPLETING CASUALTY REPORT ITEMS

<i>Item</i>	<i>Title</i>	<i>Instructions</i>
01.	Type of report	Enter the proper code for the type of report being prepared (table 3-2).
02.	Type of casualty	Enter BATTLE, NONBATTLE, or UNK, as appropriate.
03.	Casualty status	Enter the code from table 3-2 which reflects the current casualty status of the individual.
04.	Report number	<p>a. <i>INIT and STACH reports.</i> Each agency submitting reports to DA will establish, on a calendar year basis, a sequential numbering system for initial and status change reports. Enter the current number in this item.</p> <p>b. <i>SUPP reports.</i> Enter the number of SUPP reports (including this one) submitted on this individual in this item. For example, if this was the fifth supplemental report to the initial report submitted on this individual, the correct entry would be 5.</p> <p>c. <i>PROG reports.</i> Enter the number of PROG reports submitted on this individual, including this one, in the same manner as for SUPP reports.</p>
05.	Previous casualty status	Enter the code which was contained in item 03 of the INIT report submitted on this individual.
06.	Previous report number	Enter the report number contained in item 04 of the INIT report submitted on this individual.
07.	Reporting unit identification	Enter the command, agency, etc., submitting the report followed by that unit's identification code (UIC).
08.	Category of individual	Enter MILITARY, CIVILIAN, RETIRED, DEPENDENT, or FGN NATL, as appropriate.
09.	SSN SSN	Enter the reported individual's SSN and repeat it. If the individual has no SSN, or if the SSN is unknown, so state.
10.	Name, Name	Enter the reported individual's last name, first name, and middle name and repeat it.

Item	Title	Instructions
11.	Sex	Enter the reported individual's sex.
12.	Race	Enter the reported individual's race, using CAU for caucasian, MON for Mongolian, MAL for Malasian, IND for American Indian, and NEG for Negro.
13.	Date of birth	Enter the reported individual's date of birth using two positions for day, a space; three positions for month, a space; and two positions for year.
14.	Citizenship	Enter the reported individual's country of citizenship. Do not use abbreviations.
15.	Grade	Enter the appropriate code; if not applicable, omit item.
16.	Component	Enter the reported individual's component using RA, USAR, AUS, or ARNGUS.
17.	Organization and station of assignment	Enter the reported individual's organization, down to company level, followed by the UIC of the unit.
18.	Duty MOS	Enter the reported individual's duty MOS. This entry will consist of a total of five digits in all cases, the four-digit DMOS plus a Special Qualification Identifier which is added as a prefix (officer personnel) or a suffix (enlisted personnel). If the individual does not have a Special Qualification Identifier, enter a "0" (zero) in the position normally occupied by the identifier.
19.	Date commenced tour	Enter the date the individual commenced his tour in a hostile area using the format shown in item 13.
20.	Branch of service	Enter the appropriate branch code.
21.	Source of commission	Enter USMA, ROTC, OCS, or OTHER. If the entry is OTHER, show source of commission following code.
22.	Grade of sponsor	Enter the grade code of the sponsor; if not applicable, omit item.
23.	Name of sponsor	Enter the last name, first name, and middle name of the sponsor.
24.	Relationship of casualty to sponsor	Enter the relationship of the <i>casualty</i> to the <i>sponsor</i> .
25.	SSN of sponsor	Enter the SSN of sponsor.
26.	Organization of the sponsor	Enter the organization of the sponsor. No UIC is necessary.
27.	Date of retirement	Enter the date of retirement using the format shown in item 13.
28.	On TDRL?	Enter YES or NO.

Item	Title	Instructions
29.	Date placed on TDRL	Enter date placed on TDRL using format shown in item 13.
30.	Continuously hospitalized from date of retirement?	Enter YES or NO.
31.	Legal residence	Enter the legal residence of the individual.
32.	Home address when hired ..	Enter the home address of the individual when he was hired.
33.	Source of pay	Enter AFE for appropriated fund employees, NAF for nonappropriated fund employees, or OTHER (and specify following code).
34.	Employer identification	Enter the specific employer of the individual.
35.	Name, address and relation of NOK to be notified	Enter the full name, relationship, and complete address (including ZIP code) of the next of kin to be notified.
36.	Name, relation, address and date notified of NOK already notified	Enter data as in item 35 for next of kin already notified.
37.	DA Form 41 data	Enter the date of preparation of DA Form 41, a dash, and the date of latest review.
38.	Vehicular data	Enter the code(s) from table 3-2 which reflects the vehicular involvement.
39.	Type of vehicle	Enter the specific type(s) of vehicle(s) involved (e.g., automobile, train, etc.).
40.	Ownership of vehicle	Enter the code(s) from table 3-2 which reflects the ownership of the vehicle(s).
41.	Position aboard vehicle	Enter the individual's specific position aboard the vehicle.
★42.	Duty status at time of incident	Enter DUTY, LEAVE, PASS, AWOL, OFF DUTY, HOSPITALIZED, etc. If AWOL or DRF, include the date(s) placed in that status.
43.	Date-time group of incident ..	Enter the date-time group in local time.
44.	Place of incident	Enter as specifically as possible, and in unclassified terms, the place where the incident occurred, including the name of a nearby town. (In Vietnam, state the province and the Military Reg.on.) In hostile areas, and when reporting a battle casualty in other areas, include the grid coordinates. If the location is classified, so state and indicate that a classified SUPP report will follow.
45.	Activity at time of incident	For battle casualties, enter the general mission of the individual's unit. In other cases, describe the individual's activity at the time of the incident.
46.	Circumstances	Enter what happened. Report facts. If circumstantial evidence exists which cannot be confirmed, include it, but clearly indicate where fact ends and supposition be-

<i>Item</i>	<i>Title</i>	<i>Instructions</i>
		gins. Provide as much information as possible, but do not delay reports pending accumulation of details.
47.	Inflicting force -----	Enter code from table 3-2.
48.	Diagnosis -----	Enter complete diagnosis(es), to include all injuries or ailments in nontechnical language for VSI/SI/SPECAT patients. Description of injuries will include causative agent and circumstances. The information reported is subject to extensive scrutiny by the next of kin and their family physician. Be certain to report complete information and proper identification as to right or left, etc.
49.	Prognosis -----	Enter the reported individual's prognosis (e.g., good) as specified by appropriate medical authority.
50.	Place hospitalized -----	Enter both the hospital identification and the hospital location.
51.	Complete mailing address -----	Enter the complete, current mailing address of the reported individual, to include ZIP code or APO.
51.	Medical progress -----	Enter the code from table 3-2 which reflects the individual's medical progress. Also enter a narrative statement indicating the medical progress, date(s) placed on or removed from the VSI or SI list, period of hospitalization, evacuation plans, etc.
53.	Survivor assistance to be furnished by rept command?	Enter YES or NO.
★54.	BEPD/BASD -----	Enter the individual's basic entry date (BEPD) followed by basic active service date (BASD) using format in item 13.
55.	Amount of basic pay -----	Enter the specific amount of basic pay.
56.	Type of additional pay -----	Enter the code(s) from table 3-2 which reflects the type(s) of additional pay.
57.	Religious preference -----	Enter the specific denomination.
58.	Received religious ministrations	Enter YES, NO, or UNK.
59.	Decorations and awards -----	Enter all decorations and awards, using the abbreviations found in AR 310-50.
60.	Officially recommended for promotion	Enter YES, NO, or UNK.
61.	Date recommended -----	For O-1's, O-2's, W-1's, and W-2's, enter the date of the DA Form 78 (Recommendation for promotion of officer). For enlisted personnel, enter the date of the approved recommended list on which the individual appears or the date recommended by his commander.

Item	Title	Instructions
62.	Grade to which recommended . . .	Enter the specific grade to which recommended.
63.	Held higher grade	Indicate whether the individual held a higher grade for 6 months or more by entering YES, NO, or UNK.
64.	Grade held	Enter the specific grade held.
65.	Period held	Enter the period during which the grade was held.
★66.	Servicemen's Group Life Insurance (SGLI) data	Enter amount of SGLI in force, beneficiary (ies) designations, and settlement options, if any. Enter dates and periods of time lost due to AWOL during current period of enlistment or induction (enlisted personnel) or tour of active duty (officer-). Such periods will include military and civilian confinement. If more than one period, separate with semicolons. If the individual was scheduled for ADT, or IDT, enter the inclusive dates (and times for IDT).
67.	Death gratuity data	Enter the code from table 3-2 which reflects payment of death gratuity.
68.	Line of duty status	Enter DANDY if no investigation is required; otherwise enter DOUBT.
69.	Date-time group of death	Enter the date-time group of death using local time.
70.	Place of Death	Enter as specifically as possible, and in unclassified terms, the place of death. Include the name of a nearby town; grid coordinates are not necessary. If death occurred in a hospital, include the location of the hospital.
★71.	Cause of death	Enter the specific medical diagnosis(-es) and cause of death using diagnostic nomenclature based on the provisions of chapter 1, section III, AR 40-400. In those instances where the individual was previously reported as wounded, include a notation to that effect. If an autopsy is being performed, so indicate in this item.
72.	Status of remains	Enter the code from table 3-2 which reflects the status of the remains.
73.	Remarks	Use this item for reporting data not recorded elsewhere. Include any information necessary to clarify preceding items; to explain corrections or additions; for requesting ITO; to report other individuals involved in the same incident; to advise whether the remains are pending positive individual identification; etc.

ITEM NUMBER AND TITLE		INITIAL										L 1 N E NO	STATUS CHANGE				I/ PROG	I/ STPP	L 1 N E NO
		MILITARY			CIVILIAN			RET	DEPENDENT				WMD TO DEAD	MISS TO DEAD	WMC	NON TO MOS?			
		DEAD	MISS	WMD	DEAD	MISS	WMD	DEAD	DEAD	MISS	WMD								
01	TYPE OF REPORT	X	X	X	X	X	X	X	X	X	X	01	X	X	X	X	X	X	01
02	TYPE OF CASUALTY	X	X	X	X	X	X	X	X	X	X	02	X	X	X	X	X	X	02
03	CASUALTY STATUS	X	X	X	X	X	X	X	X	X	X	03	X	X	X	X	X	X	03
04	REPORT NUMBER	X	X	X	X	X	X	X	X	X	X	04	X	X	X	X	X	X	04
05	PREVIOUS CASUALTY STATUS											05	X	X	X	X	X	X	05
06	INITIAL REPORT NUMBER											06	X	X	X	X	X	X	06
07	REPORTING UNIT IDENTIF	X	X	X	X	X	X	X	X	X	X	07	X	X	X	X	X	X	07
08	CATEGORY OF INDIVIDUAL	X	X	X	X	X	X	X	X	X	X	08	X	X	X	X	X	X	08
09	SSN (AND ASN, IF ANY)	X	X	X	X	X	X	X	X	X	X	09	X	X	X	X	X	X	09
10	NAME	X	X	X	X	X	X	X	X	X	X	10	X	X	X	X	X	X	10
11	SEX	X	X	X	X	X	X	X	X	X	X	11							11
12	RACE	X	X	X	X	X	X	X	X	X	X	12							12
13	DATE OF BIRTH	X	X	X	X	X	X		X	X	X	13							13
14	CITIZENSHIP	X	X	X	X	X	X		X	X	X	14							14
15	GRADE	X	X	X	X	X	X	X				15							15
16	COMPONENT	X	X	X				X				16							16
17	ORGANIZATION OF ASSIGNMENT	X	X	X	X	X	X					17							17
18	DUTY NOS	X	X	X								18							18
19	DATE COMMENCED TOUR 2/	X	X	X								19							19
20	BRANCH OF SERVICE 3/	X	X	X								20							20
21	SOURCE OF COMMISSION 3/	X	X	X								21							21
22	GRADE OF SPONSOR								X	X	X	22	X	X	X	X	X	X	22
23	NAME OF SPONSOR								X	X	X	23	X	X	X	X	X	X	23
24	RELATION OF CAS TO SPONSOR								X	X	X	24	X	X	X	X	X	X	24
25	SSN OF SPONSOR								X	X	X	25	X	X	X	X	X	X	25
26	ORGANIZATION OF SPONSOR								X	X	X	26	X	X	X	X	X	X	26
27	DATE OF RETIREMENT							X				27							27
28	ON TDRL AT TIME OF DEATH?							X				28							28
29	DATE PLACED ON TDRL							X				29							29
30	HOSPITALIZED SINCE RETIRE							X				30							30
31	LEGAL RESIDENCE				X	X	X					31							31
32	HOME ADDRESS WHEN HIRED				X	X	X					32							32
33	SOURCE OF PAY				X	X	X					33							33
34	EMPLOYER IDENTIFICATION				X	X	X					34							34
35	WOK TO BE NOTIFIED	X	X	X	X	X	X	X	X	X	X	35	X	X	X	X	X	X	35
36	WOK ALREADY NOTIFIED 3/	X	X	X	X	X	X	X	X	X	X	36	X	X	X	X	X	X	36
37	DA FORM 41 DATA	X	X	X								37							37
38	VEHICULAR DATA	X	X	X	X	X	X	X	X	X	X	38							38
39	TYPE OF VEHICLE 8/	X	X	X	X	X	X	X	X	X	X	39							39
40	OWNERSHIP OF VEHICLE 8/	X	X	X	X	X	X	X	X	X	X	40							40
41	POSITION ABOARD VEHICLE 8/	X	X	X	X	X	X	X	X	X	X	41							41
42	DUTY STATUS	X	X	X								42							42
43	DATE-TIME CP OF INCIDENT	X	X	X	X	X	X	X	X	X	X	43			X				43
44	PLACE OF INCIDENT	X	X	X	X	X	X	X	X	X	X	44			X				44
45	ACTIVITY AT TIME OF INC	X	X	X	X	X	X		X	X	X	45							45
46	CIRCUMSTANCES	X	X	X	X	X	X	X	X	X	X	46	X	X	X	X	X	X	46

Table 3-4. Items to be Included in Casualty Reports

47	INFLECTING FORCE <u>9/</u>	X		X	X		X		X		X	47		X					47
48	DIAGNOSIS			X			X				X	48			X	X	X10/		48
49	PROGNOSIS			X			X				X	49			X	X	X10/		49
50	PLACE HOSPITALIZED			X			X				X	50				X	X10/		50
51	COMPLETE MAILING ADDRESS			X			X				X	51				X	X10/		51
52	MEDICAL PROGRESS											52					X		52
53	REPORTING CMD TO ASSIST	X	X			X	X					53	X11/	X11/					53
★ 54	BEPD/RASD	X	X									54	X12/						54
55	AMOUNT OF BASIC PAY	X	X									55	X12/						55
56	TYPE OF ADDITIONAL PAY	X	X									56	X12/						56
57	RELIGIOUS PREFERENCE	X	X			X	X				X	57	X						57
58	REC RELIGIOUS MINISTRATIONS	X				X					X	58	X	X					58
59	DECORATIONS AND AWARDS	X										59	X12/	X12/					59
60	RECOMMENDED FOR PROMOTION	X										60	X12/	X12/					60
61	DATE RECOMMENDED <u>13/</u>	X										61	X12/	X12/					61
62	GRADE TO WHICH RECOM. <u>13/</u>	X										62	X12/	X12/					62
63	PREVIOUSLY HELD HIGHER GRD	X										63	X12/	X12/					63
64	GRADE HELD <u>14/</u>	X										64	X12/	X12/					64
65	PERIOD HELD <u>14/</u>	X										65	X12/	X12/					65
66	SGLI DATA	X										66	X12/	X12/					66
67	DEATH GRATUITY DATA	X										67	X12/	X12/					67
68	LD STATUS <u>15/</u>	X										68	X12/	X12/					68
69	DATE-TIME GROUP OF DEATH	X				X				X	X	69	X	X					69
70	PLACE OF DEATH	X				X				X	X	70	X	X					70
71	CAUSE OF DEATH	X				X				X	X	71	X	X					71
72	STATUS OF REMAINS	X				X				X	X	72	X	X					72
73	REMARKS	X	X	X	X	X	X	X	X	X	X	73	X	X	X	X	X	X	73

- 1/ In addition to the required items, include all items to be corrected, or for which additional information is being reported
2/ Include only for those casualties occurring in a hostile area
3/ Include only for officer personnel
4/ Include only for dependents
5/ Include only if Item 28 is YES
6/ Include only if notification by TAG, DA, is required (chap 5)
7/ Include only if any NOK has been notified prior to submission of the report
8/ Do not include if Item 38 is NONE
9/ Include only for battle casualties
10/ Include only if changed since last report on individual
11/ Do not include for dependents
12/ Include only for military personnel
13/ Include only if Item 60 is YES
14/ Include only if Item 63 is YES
15/ Do not include for battle casualties

Table 3-4. Items to be Included in Casualty Reports—Continued

CHAPTER 4

CASUALTY REPORTING UNDER SPECIFIED CIRCUMSTANCES

Section I. SPECIAL INTEREST CASUALTY MATTERS

4-1. General. Certain casualty matters, because of the nature of the incident or because of the individual(s) involved, generate unusual interest. The following casualty incidents have been designated as special interest casualty matters:

- a. Multiply casualty events.
- b. Unique or bizarre incidents resulting in a casualty that can be expected to generate news interest.
- c. Any casualty incident involving a person subject to special interest (except outpatient treatment for illness for which the individual was not held for observation). Persons subject to special interest include:
 - (1) Active duty general officers and general officer designees.
 - (2) Colonels located outside of CONUS.
 - (3) Officers commanding battalions or units of similar size and responsibility in hostile areas.
 - (4) Field grade officers in advisory positions in hostile areas.
 - (5) Any Government official or public figure who becomes a casualty while under Army sponsorship.
 - (6) Other persons who have been identified by Chief, Casualty Division, TAGO, to the command concerned as subject to special interest.

4-2. Additional requirements in special interest casualty matters. a. Immediately upon receipt of information concerning a special interest casualty matter, the responsible reporting commander will relay all available information by the fastest possible method (normally tele-

phone) to the Chief, Casualty Division, TAGO. This advance report is designed primarily to alert casualty personnel of the casualty event. It will not be delayed pending accumulation of complete and detailed information.

b. Unless advised otherwise, all status change and supplemental reports pertinent to such special interest casualty matters will also be relayed by the fastest possible method (normally telephone) to the Chief, Casualty Division, TAGO.

c. Progress reports will be required (para 2-11) every 5 days, even though the patient is listed in the category of not seriously ill or injured. Termination of these progress reports may be made after the third report unless otherwise indicated by the Chief, Casualty Division, TAGO.

d. All telephonic reports of this nature will be confirmed by electrical message.

e. All reportable persons involved in a multiple casualty event will be reported, regardless of degree of severity of the wounds, injuries, or illness sustained.

f. Elections by these individuals not to have their NOK notified will not normally be honored unless overriding considerations exist concerning the health and well-being of either the reported individual or his NOK.

g. Notification of the NOK of individuals involved in special interest casualty matters will be accomplished without regard to normal hours of notification, if such is deemed appropriate and directed by the Chief, Casualty Division, TAGO.

Section II. CASUALTY REPORTING DURING CIVIL DISTURBANCES

4-3. Responsibilities. a. Major commanders.

★(1) The major commander (Casualty Area commander or major oversea commander) in whose area the civil disturbance occurs is responsible for—

(a) Providing the task force commander with assistance in all aspects of casualty reporting.

(b) Monitoring all casualty reports received from the task force commander and processing those reports, as required by paragraph 4-5.

(2) The major commander(s) from whose area(s) Active Army personnel are deployed is responsible for providing the task force commander with trained personnel to perform the casualty reporting function.

b. *Installation commanders.* Commanders of installations from which Active Army units and/or individuals are deployed will process casualty reports received from the task force commander, as required by paragraph 4-5.

c. *Task force commander.* The task force commander will—

(1) Establish a casualty reporting unit as an integral organizational element of the task force.

(2) Institute effective procedures to facilitate the timely flow of casualty information from elements of the task force to the task force casualty reporting unit.

★(3) Establish immediate communication for casualty reporting purposes with the commander in whose area the task force is deployed, the commander from whose area Active Army personnel are deployed, and the home unit commander of National Guard and Reserve personnel.

★4-4. *Categories of casualties to be reported during a civil disturbance.* A casualty report to HQDA (DAAG-PSC) 200 Stovall Street, Alexandria, VA 22332, is required when either Army National Guard personnel called into active Federal service or Active Army or Reserve personnel deployed with the task force or

located in the area of operation of the task force are placed in one of the following categories:

a. Dead.

b. Missing (i.e., in one of the categories of the Missing Persons Act).

c. VSI or SI.

d. Injured or wounded, regardless of degree of severity, as a direct result of sniper fire, mob action, or individual rioters.

★4-5. *Reporting procedures.* a. *Active duty personnel.* When reporting active duty personnel, the task force commander will telephonically report the casualty to the commander of the installation from which the individual was deployed; telephonic communication will be confirmed by electrical message. The installation commander will obtain required personnel information and provide the Casualty Area commander with information on which to prepare a casualty report. The Casualty Area commander will then submit a casualty report to HQDA (DAAG-PSC) 200 Stovall Street, Alexandria, VA 22332. Information copies will be provided to the commander in whose area the installation is located and to the commander whose area the disturbance is occurring. The installation commander will also effect notification of NOK in accordance with current policies (chap. 5).

b. *Army National Guard and Army Reserve personnel.* When reporting Army National Guard and Army Reserve personnel called into active Federal service, the task force commander will telephonically report the casualty to the individual's home unit commander. The unit commander will obtain required personnel information and submit a telephonic report to the commander in whose area the disturbance is occurring. Telephonic communications will be confirmed by electrical message. The commander will submit a casualty report to HQDA (DAAG-PSC) 200 Stovall Street, Alexandria, VA 22332, and effect notification of NOK in accordance with current policies (chap.

5). The State adjutant general will be an information addressee on the casualty report submitted to HQDA (DAAG-PSC). Extreme caution must be exercised during the initial 24-hour period after Army National Guard personnel are called into Federal service. Casualties which were sustained by guardsmen while they were under State control, but are reported after the Guard is called into Federal service, must be reported through Army National Guard channels. However, all questionable casualties in terms of time of the incident will be reported through Active Army channels.

Section III. CASUALTY REPORTING UNDER OTHER SPECIFIED CIRCUMSTANCES

4-7. Casualty reporting during hostilities. Commanders will prepare and periodically review procedures for casualty reporting to determine how effective and responsive these procedures will be during hostilities. Plans for a casualty reporting system during hostilities must consider and provide for—

a. A method of collecting casualty data within the area of operation, to include the use of DA Form 1155 (Witness Statements on Individuals) and DA Form 1156 (Casualty Feeder Reports).

b. A means of verifying the casualty status by comparison of casualty information with military personnel records. Such records include DA Form 41 (Record of Emergency Data), morning reports, military police and straggler reports, PW reports, medical treatment facility admission and disposition reports, graves registration and mortuary interment reports, and intelligence information reports.

c. A mass casualty reporting system.

d. The maintenance of a master casualty file.

e. The maintenance of statistical data on casualties.

f. The preparation of letters of sympathy.

g. The timely determination of line-of-duty status for nonbattle casualties.

4-b. Statistical data. The task force commander will compile, record, and develop statistical data on all casualties. The casualties will be categorically listed by type, to include those that are nonreportable. Statistical data recording will commence with the onset of the operation and continue until the operation is terminated. Data will be readily available for reporting upon request by DA. The information will be available to other commands on a need-to-know basis.

h. The disposition of personnel records.

i. The provision of cutoff and disposition instructions for casualty files (AR 340-18-7).

★4-8. Casualty reporting during movements by military air or sea to and from overseas commands. Should casualties occur while in the air or at sea, the commander responsible for submitting casualty reports (BUPERS MANUAL 4210100 or AFM 30-4) will do so under the regulations of the governing service. If an Army member becomes a casualty, that commander is required to also notify HQDA (DAAG-PSC) by "IMMEDIATE" precedence message. (Message address: DA CAS DIV, ALEXANDRIA, VA.)

4-9. Casualty reporting during field exercises.

a. *Actual casualty reports.* When maneuvers or major exercises of division size or larger are conducted, the maneuver or exercise director, or designated Army representative, will establish a central agency to prepare and process actual casualty reports while the exercise is in operation. The Chief, Casualty Division, TAGO, will be informed of the headquarters responsible for casualty reporting and the inclusive dates of responsibility.

★b. Simulated casualty reports. Simulated casualty reporting during field exercises is essential as a training device that adds not only depth but realism to command exercises. Special

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case and handling of such simulated reports is required to insure that exercise messages remain within the exercise channels. Paragraph 6-44, AR 105-31, will be explicitly followed.

★4-10. **Casualty reporting during an attack on CONUS.** a. Upon employment of military resources in support of civil defense operations, civil defense reports which include the number of casualties of both military and civilian personnel will be sent by the Casualty Area commander concerned to the Commander, US Army Forces Command, as shown in AR 500-70.

b. Casualty information required by this reg-

ulation will be sent to HQDA (DAAG-PSC) 200 Stovall Street, Alexandria, VA 22332, or other designated headquarters, by any means, as soon as the tactical situation permits.

4-11. **Prisoners of war in US Army custody.** The camp (or hospital) commander, or other officer charged with the custody of a prisoner before his death, will comply with AR 633-50.

4-12. **Civilian internees in US Army custody.** When a civilian internee dies or becomes seriously ill because of injury or disease, the camp or hospital commander will comply with AR 633-51.

CHAPTER 5

NOTIFICATION OF NEXT OF KIN

Section I. GENERAL NOTIFICATION POLICIES

5-1. General. Notification will be made promptly to the NOK of a casualty in an appropriate, dignified, and understanding manner. The notification procedures outlined in this chapter do *not* apply to prisoners of war in US Army custody or enemy nationals.

5-2. Policies. *a.* The desires of the individual, as expressed on his DA Form 41 or expressed at the time he becomes a casualty, should be followed.

b. Officers will be used to the fullest practicable extent to accomplish personal notification as the designated representative of the Secretary of the Army. When this is not feasible, enlisted personnel in grades E-7, E-8, and E-9 will be

used; however, the grade of the notifier should be equal to or higher than that of the casualty.

5-3. Conflicting evidence. If, after notification, evidence is presented which casts doubt on a report of death or missing status (e.g., a letter from the individual dated subsequent to the date of the casualty incident), an immediate telephonic inquiry through casualty reporting channels will be made. Such queries will be confirmed by electrical message. The command in which the casualty occurred will make a positive recheck, and immediate verification or appropriate explanation will be furnished back through casualty reporting channels. The NOK will be advised personally of the results of this query.

Section II. NOTIFICATION OF NOK OF DECEASED AND MISSING PERSONNEL

5-4. General. Personal notification will be made to the PNOK and certain SNOK (para 5-7) of all deceased and missing individuals for whom a casualty report is required (table 2-1), with the exception of retired or separated personnel. Notification will also be made to the NOK of retired personnel when the individual becomes a casualty overseas and the NOK is located in CONUS.

5-5. Responsibilities for notification. *a.* Primary responsibility rests with one of the individuals listed below in whose area of responsibility the casualty occurs:

- ★(1) Casualty Area commander.
- (2) Major oversea commander.

(3) Senior Army representative.

(4) State adjutant general for ARNGUS personnel when death occurs during IDT (NGR 638-1).

★*b.* When the NOK to be notified is not located in the area of the commander mentioned in a(1) through (4) above, reassignment of notification responsibility will be accomplished as follows:

(1) When the casualty occurs in one Casualty Area command and the NOK to be notified resides in a different Casualty Area command, the casualty information required to accomplish personal notification will be reassigned telephonically between the two concerned Casualty Area commanders.

(2) When the casualty occurs in CONUS and the NOK to be notified resides outside CONUS, the casualty information required to accomplish notification will be relayed by immediate message to DA CAS DIV, ALEXANDRIA, VA. That office will assume responsibility for effecting notification of the NOK residing outside CONUS.

(3) When the casualty occurs in an overseas command and the NOK to be notified resides in CONUS, the responsible major overseas commander senior Army representative, as appropriate, will relay the casualty report by immediate message to DA CAS DIV, ALEXANDRIA, VA. That office will assume responsibility for effecting notification.

(4) When the casualty occurs in an overseas command and the NOK to be notified resides in a different overseas command, the major overseas commander senior Army representative will relay the casualty report by immediate message to DA CAS DIV, ALEXANDRIA, VA. That office will assume responsibility for effecting notification.

5-6. Personnel resources. *a.* With a few exceptions, all officers and enlisted personnel in grades E-7, E-8, and E-9 (including personnel assigned to Department of Defense or Joint agencies and activities; Army Reserve advisors; Army National Guard advisors (with the concurrence of the responsible State adjutant general); and ROTC instructors) are available for use in the personal notification system. The exceptions are:

(1) Individuals assigned to the US Army Recruiting Command.

(2) Students at military or civilian schools.

(3) Military Intelligence Corps personnel and other personnel whose duties are such that they are required *not* to wear the uniform.

(4) Members of the Army Medical Corps. These individuals may effect notification when the NOK is present at the place of death; however, they will not be used otherwise in the personal notification system, except under unusual circumstances.

b. Where a known medical condition of a NOK exists which could require the presence of a physician during notification, the following guidelines apply:

(1) The family physician should be consulted first, if possible. Notification should be made in the manner he recommends. If the family physician cannot be identified, any physician licensed to practice in the area where notification is to be made may be engaged to accompany the notifier. Operation and Maintenance, Army (OMA) funds will be used to reimburse the accompanying physician should he submit a bill.

(2) Members of the Army Medical Corps will *not* be used to accompany the notifier in these cases; however, they may be consulted for advice if they have been treating the person to be notified.

5-7. Persons to be notified. *a. Primary next of kin (PNOK).* Where the individual to be notified is:

(1) An individual's parent, both parents will be personally notified even if they are separated or divorced.

(2) Less than 21 years of age and not the spouse, the next in the normal line of family relationship who is 21 years of age or older, the child's guardian (if one has been appointed), or the person caring for the child, will also be personally notified.

b. Secondary next of kin (SNOK). Except as indicated in (3) below, notification to SNOK will NOT be accomplished until after the PNOK has been notified. Normally, the SNOK will be notified by a commercial telegram filed at the nearest access point or, in overseas areas where no dependable commercial telegraph system exists, by a registered or similarly controlled letter signed by the commander or his designated representative. However, in certain cases the SNOK will be notified by means of a personal visit.

(1) Parents who are SNOK of an individual who is killed in action, dies of wounds or injuries received in action, dies while in a captured status, dies under circumstances which

have not been clearly identified as either battle or nonbattle, or becomes missing and is classified as a battle casualty will be personally notified.

(2) Parents who reside near the PNOK will be personally notified by the same representative who notified the PNOK.

(3) If all efforts to contact or locate the PNOK have been unsuccessful, the SNOK will be personally notified and queried regarding the whereabouts of the PNOK.

★*c. No record of NOK.* If there is no record of a person to be notified and the identity of the NOK cannot be determined locally, any information which may help in finding the NOK will be immediately relayed through the chain of command to HQDA (DAAG-PSC) 200 Stovall Street, Alexandria, VA 22332.

d. Additional notification. If a dependent becomes a reportable casualty (table 2-1) and the sponsor desires that additional notification be made, such notification will be accomplished.

★**5-8. Notification procedures.** The individual appointed to make personal notification will accomplish this in accordance with the guidelines established in appendix A.

5-9. Adverse medical reaction brought about by notification. Should a person suffer an adverse medical reaction which is directly attributable to a casualty notification, progress reports will be required.

a. If the person is hospitalized, a daily status report will be required until the individual is released, or until Chief, Casualty Division, TAGO, advises otherwise.

b. If the person is treated by a physician, but remains at home, a one-time status report will be required within 24 hours. Should the individual's condition worsen later and/or hospitalization become necessary, daily status reports will be submitted as in *a* above.

5-10. Command procedures. *a. Method of communication.*

★(1) *In CONUS.* In CONUS, telephonic communication will be used exclusively to expedite the dissemination of casualty notification

information among HQDA, Casualty Area commands, and CONUS installations. The AUTOVON network will normally be used; however, if delay is experienced, commercial facilities will be used.

(2) *Overseas areas.* Telephonic communication will be used between commanders wherever possible to insure rapid dissemination of casualty notification information. Electrically transmitted messages may be used when telephonic communications are not available.

b. Hours of notification. Notification will be made with urgency. Except when the NOK is physically present at the place of death (e.g., at the hospital), personal notification of the NOK normally will be accomplished during the local time periods from 0600 hours to 2200 hours. However, notification between HQDA and other commands is on a 24-hour-a-day, 7-day-a-week basis in order to provide maximum time in which to relay instructions and to select Army representatives to conduct the personal notification of the NOK.

c. Redirect actions.

(1) When the NOK to be personally notified has relocated within the geographic area of responsibility of the commander who has been designated to accomplish the notification action (para 5-5), that commander will redirect notification efforts within his command as necessary.

★(2) When the NOK to be personally notified has relocated outside the geographic area of responsibility of the commander who has been assigned primary responsibility for accomplishing notification (para 5-5), the commander concerned will immediately relay that fact, together with the most recent information concerning the whereabouts of the NOK, to the originator of the casualty information (Chief, Casualty Division, TAGO, or Casualty Area commander). The originator of the casualty information will redirect notification action to the responsible commander within whose area the NOK has relocated. However, when the casualty occurs in CONUS, and the NOK to be

notified remains in CONUS, redirect action will be accomplished between Casualty Area commanders.

d. Confirmation messages.

(1) Except when the NOK was physically present at the place of death, every personal notification will be promptly confirmed by means of a commercial telegram (fig. 5-1). (Parents living together will receive only one confirming telegram.) Confirmation telegrams will not request instructions from NOK regarding disposition of remains; this will be handled in a separate message (AR 638-40).

(2) The confirming message will be dispatched by the installation commander for CONUS casualties; the major overseas commander if the NOK is located overseas; or Chief, Casualty Division, TAGO, if the NOK is in CONUS and casualty occurred overseas.

(3) Under no circumstances will a confirmation message be sent to a NOK until verification has been received that personal notification of that NOK has been accomplished.

(4) A confirming message to the PNOK will not be delayed pending determination as to whether required personal notification(s) to other NOK has been accomplished, except when parents live together and only one parent has been personally notified. In these instances, since only a single confirming telegram is sent, it will be delayed until the other parent has been notified.

(5) In those overseas areas where a dependable commercial telegraph system is not availa-

ble, confirmation messages may be sent by means of a registered or similarly controlled letter signed by the responsible commander or his designated representative. If the NOK will depart the overseas command within 7 days, this type of confirmation is not necessary.

5-11. Exceptions. *a.* It is important that the NOK be spared the shock of learning unofficially of the casualty through public information sources. Therefore, the following exceptions will apply.

(1) When there is an indication of intense interest in a casualty incident by public news media and a danger exists that specific casualty information may be released by them before personal notification of the NOK can be made due to time and distance factors, the commander responsible for notification may personally make such exceptions as are necessary to insure notification of the PNOK. This may include lifting the restriction on hours for notification, use of the telephone, use of a telegram, etc.

(2) When there has been a delay in reporting a casualty and there is a strong likelihood that the NOK may learn of the casualty through unofficial sources, telephonic or other means of notification to the NOK may be made on approval of the responsible commander.

b. When a member dies in a hospital, the hospital commander is authorized to use specific notification procedures as requested by the NOK present at the time of death.

Section III. NOTIFICATION OF NOK OF REPORTABLE WOUNDED, INJURED, OR ILL PERSONNEL

5-12. General. This section pertains to notification procedures for NOK of reportable wounded, injured, or ill persons who are identified as:

- a.* VSI.
- b.* SI.
- c.* SPECAT.
- d.* Not SI (battle).

e. Not SI (nonbattle) and subject to special interest.

5-13. Commanders responsible for notification. *a.* Primary responsibility for notification rests with the official indicated below within whose area of responsibility the casualty is located.

(1) *In CONUS.* The commander of the military medical facility in which the individual is located, or the commander having admin-

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istrative responsibility for the nonmilitary medical facility in which the individual is located.

(2) *Oversea commands.* The commander of the major oversea command within whose area of responsibility the casualty is located.

(3) *Other areas.* The senior Army representative.

★*b.* When notification of the NOK is not within the capability of the responsible hospital

commander, he will relay the casualty information to the Casualty Area commander, who will dispatch a casualty report, by immediate message, to DA CAS DIV, ALEXANDRIA, VA. That office will assume responsibility for effecting notification in the following instances.

(1) When the casualty occurs in CONUS and the NOK to be notified resides outside CONUS.

(2) When the casualty occurs in an over-

sea command and the NOK to be notified resides in CONUS.

(3) When the casualty occurs in an overseas command and the NOK to be notified resides in a different overseas command.


5-14. Method of notification. *a.* In cases involving persons who are hospitalized in a military hospital and are very seriously wounded, or seriously wounded, injured, or ill, personal notification to the PNOK by the doctor, or an appropriate member of the hospital staff, is encouraged. In some instances, time and distance factors, as well as limited resources, will require the use of the telephone, or in those cases where the PNOK is not located nearby, a commercial telegram will be filed at the nearest access point to accomplish initial notification.

b. In those instances where a newsworthy individual is hospitalized or circumstances are such that special interest by the news media can be expected and the possibility exists that the PNOK may learn of the incident through other than official sources, notification will be made by the most expeditious means.

c. In all other cases, unless the Chief, Casualty Division, TAGO, directs otherwise, the responsible commander will notify the NOK by a commercial telegram (fig. 5-2) filed in a timely manner at the nearest access point.

5-15. Notification desires of the individual. *a. Notification.* Since notification normally will not be made to the NOK of individuals who are categorized as "not seriously ill (battle)—hospital care not required, treated and returned to duty," individuals so categorized may elect, at the time of treatment, to have official notification made. When this option is exercised, a statement to that effect will be included in the remarks section of the casualty report.

b. Nonnotification. The DA Form 41 provides each service member with the opportunity to identify those NOK whom he desires not to have officially notified in the event he becomes a casualty. Such elections will normally be honored unless the individual is subject to special interest (para 4-2) or his wound, injury, or illness is of such severity that notification appears appropriate.


western union

Telegram

NO WDS - CL. OF SVC	PD. OR COLL.	CASH NO.	CHARGE TO THE ACCOUNT OF	<input type="checkbox"/> OVER NIGHT TELEGRAM UNLESS BOX ABOVE IS CHECKED THIS MESSAGE WILL BE SENT AS A TELEGRAM

Send the following message, subject to the terms on back hereof, which are hereby agreed to

DON'T DELIVER BETWEEN 10PM & 6AM DON'T PHONE

(Name and address of addressee)


On behalf of the Secretary of the Army, I express deep regret that your (relationship), (grade and name), died in (location of casualty) on (date) as a result of (state the cause and circumstances). Please accept my deepest sympathy. This confirms personal notification made by a representative of the Secretary of the Army.

(plus the following if the telegram is being sent to the SNOK)

Your (relationship) will furnish instructions for the return of your late (relationship).

(Name, grade, and title of installation commander)

Figure 5-1 Sample Notification Telegram


western union

Telegram

NO WDS - CL. OF SVC	PD. OR COLL.	CASH NO.	CHARGE TO THE ACCOUNT OF	<input type="checkbox"/> OVER NIGHT TELEGRAM UNLESS BOX ABOVE IS CHECKED THIS MESSAGE WILL BE SENT AS A TELEGRAM

Send the following message, subject to the terms on back hereof, which are hereby agreed to

DON'T DELIVER BETWEEN 10PM & 6 AM DON'T PHONE

(Name and address of addressee)

It is with deep regret that I inform you, on behalf of the Secretary of the Army, that your(relationship), (grade and name), was seriously injured at (place where incident happened) on (date) as a result of (type of injury, nature of incident, and available circumstances). His condition is - - - - - and the prognosis is - - - - -. Please be assured that the best medical facilities and doctors have been made available and every measure is being taken to aid him. A report of his condition will be furnished to you in a few days. If there is a significant change in his condition, you will be informed immediately. Address mail to him at (name and address of medical treatment facility).

(Name, grade, and title of hospital commander)

NOTE: Furnish HQDA(DAAG-PSC), Washington, DC 20314, a copy of the notification telegram to the next of kin of a person seriously wounded or injured in an incident involving multiple casualties.

Figure 5-2 Sample Notification Telegram (SI)

CHAPTER 6

PREPARATION OF LETTERS OF SYMPATHY AND CONDOLENCE

Section I. LETTERS OF SYMPATHY

6-1. General. The letter of sympathy is designed not only as a means for extending expressions of sympathy to the PNOK, but also as an instrument through which the commander fully advises the NOK of the factual, detailed circumstances surrounding the military member's death or missing status.

6-2. To whom letters of sympathy will be sent.

a. A letter of sympathy will be sent to the PNOK of all deceased military members (including those in an AWOL status) and all missing military members, unless otherwise indicated in *c* below. Determination will be made by the general court-martial authority concerning whether to send a letter to the NOK in those instances involving deserters.

b. A letter will be sent to the parents when they are not the PNOK. If separated or divorced, individual letters will be prepared and dispatched to each parent.

c. Letters of sympathy will not be prepared for any NOK who, by his presence or through some appropriate source, is fully aware of the circumstances surrounding the casualty. In such cases, a letter of condolence will be prepared (para 6-8a).

6-3. Responsibilities for preparation of letters of sympathy.

a. The letter of sympathy will normally be prepared by the commander most knowledgeable concerning the individual and the circumstances surrounding the casualty. While this will usually be the individual's unit commander (company, battery, troop, or detachment), circumstances may require or even

dictate that the letter will be written by another individual as outlined below:

(1) When a member dies or becomes missing while in a transient status, the commander having area responsibility for the location in which the incident occurred will prepare the letter of sympathy.

(2) When a member dies in CONUS subsequent to evacuation from an overseas medical facility, the letter of sympathy will be prepared by the commander of the medical facility in which death occurred; or, if death occurred in a nonmilitary medical facility, by the commander of the Army medical facility having administrative responsibility for the area in which the nonmilitary medical facility is located.

(3) When a member who is being medically evacuated dies while en route to a CONUS medical facility, the commander of the losing overseas medical facility will prepare the letter of sympathy.

★*b.* Should a next of kin express a desire to receive a letter of sympathy from the decedent's previous unit commander, this information should be relayed to the Chief, Casualty Division, TAGO (HQDA (DAAG-PSC) 200 Stovall Street, Alexandria, VA 22332) for appropriate action.

6-4. Procedures for preparation of letters of sympathy.

a. When the casualty occurs in CONUS, the letter will be written within 24 hours after initial notification is dispatched to the PNOK and will be dated when prepared. However, the letter will not be mailed until

confirmation has been obtained that notification of the NOK has been accomplished.

★*b.* When the casualty occurs outside of CONUS, the letter will be written within 24 hours after the time of the incident or the time of submission of the initial casualty report. The letter will be undated when prepared, and will not be dispatched until confirmation is received that the PNOK has been notified. Upon confirmation of notification, the letter will be dated and dispatched. If this confirmation has not been received within 48 hours after submission of the casualty report, a telephonic or electrical inquiry will be dispatched to DA CAS DIV, ALEXANDRIA, VA, regarding the status of notification action.

c. For procedures to be followed if the death or missing status resulted from an aircraft accident, see AR 95-5.

d. The letter will be airmailed when such action will speed delivery.

6-5. Content of letters of sympathy. Keep letter sincere and in simple language. Show a warm personal interest in the member and the person to whom it is addressed, extend condolences, and describe the circumstances attending the person's death or missing status. (Sample letters of sympathy are shown in fig. 6-1 and 6-2.)

a. Tell the circumstances factually, tactfully, sympathetically, and in logical sequence. Besides supplying enough facts to answer questions that the family would normally ask, give pertinent facts that would in some measure comfort the NOK (e.g., the member did not suffer, he received the last rites of his faith, memorial services were held). When appropriate, information concerning the individual's work and efficiency, and how he adapted himself to service life may be added. A statement about collection, safeguarding, and disposition of personal effects of the member may be included, provided the NOK is informed that the effects will be sent to the person authorized by law to receive them (AR 638-40). Avoid unfitting compliments and ghastly descriptions. Do not send photographs depicting casualties. Pho-

tographs and tape recordings of the memorial services may be included.

b. In hostile death and missing cases, facts will be provided describing the combat operation or action and other circumstances attending the member's status, when security restrictions permit. Include details concerning the date, geographic location, and type of action. Carefully describe how the incident occurred and, if appropriate, indicate that medical aid was immediately available. State what the action accomplished if significant results were obtained and describe the contribution of the member in this and other actions.

c. Care will be taken when describing a missing case to avoid statements which will cause the NOK to lose all hope for the return of the member; or, conversely, to become overly optimistic about his chances.

d. Insure that information in the letter does not conflict with data previously provided in a casualty report. If information provided in a casualty report is later determined to be incorrect or incomplete, a supplemental report will be submitted to HQDA (DAAG-PSC) prior to dispatch of the letter of sympathy.

e. Letters of sympathy will not state that the member is being, or has been, recommended for a posthumous promotion, decoration, or award.

f. Letters to members of the same family, while agreeing on circumstances surrounding the casualty, will be changed somewhat to personalize each.

★*g.* When full and accurate details cannot be furnished to the NOK until a thorough investigation or inquest has been conducted, an interim letter of sympathy will be prepared. Additional interim letters will be sent every 4 to 6 weeks, giving whatever facts are available. The letter will be sent sooner when significant facts have developed. Advise the NOK that they will be informed as soon as the full facts are known. Casualty Area and major oversea commanders will insure that these followup letters are sent on a timely basis for death cases. The Chief, Casualty Division, TAGO, will keep the

1 June 1973

C 1, AR 600-10

family informed of the facts on missing persons.

h. Do not use terms or abbreviations that are unique to the military. Avoid the use of the

terms "line of duty" and "misconduct." Writers and reviewers will make certain that the details given in each case agree with the findings of an investigation if one was conducted.

i. In cases of homicide or suicide, it is necessary to include a brief, carefully worded statement of the circumstances of death so that the addressee will not misconstrue the cause and manner of death. Be factual about the cause of death but do not supply information that has not been definitely established. Do not refer to the death as accidental unless, in fact, it was. Do not include information that will reflect unfavorably on the decedent unless needed to explain the cause of death.

j. Do not include statements that might be the basis for a claim against the Government or another agency or individual, or the disclosure of which is prohibited by security regulations.

6-6. Review of letters of sympathy. The general court-martial authority will insure that the letter of sympathy is reviewed in accordance with paragraph 6-5. The letter will also be reviewed for compassion, clarity, accuracy, and completeness.

Section II. LETTERS OF CONDOLENCE

6-7. General. The letter of condolence will be used to convey an expression of condolence as to the individual's death, but will not describe the circumstances surrounding that death. (A sample letter of condolence is shown in fig. 6-3.)

6-8. Responsibilities for preparation of letters of condolence. a. Commanders who would normally send a letter of sympathy will send a letter of condolence when the NOK—

(1) Was present at the time of death and knows the circumstances first hand; or,

(2) Has been provided the details by some appropriate authority such as the local police.

b. Appropriate commanders in the chain of command (other than the commander writing the letter of sympathy), medical facility com-

manders, and chaplains, while not required to prepare letters of condolence, may do so.

c. Immediate commanders, particularly overseas where dependents and Department of the Army civilian employees are part of the military community, may send a letter of condolence to the NOK when a dependent or Department of the Army civilian employee dies within their command.

6-9. Dispatch of letters of condolence. Letters of condolence prepared in accordance with paragraph 6-8a will be mailed upon receipt of confirmation that initial notification has been accomplished. All other letters of condolence will not be mailed until at least 24 hours after the letter of sympathy has been dispatched.

29 March 1972

(USE APPROPRIATE LETTERHEAD)

Mrs. John C. Doe
1234 Main Street
Houston, Texas 23443

Dear Mrs. Doe:

It is difficult for me to express the deep sorrow of the men of Company D over the recent death of your husband, Private First Class John C. Doe.

On the morning of June 10, 1972, John was a member of a reconnaissance patrol which encountered a superior enemy force near the village of Troung Khanh, Republic of Vietnam. During the ensuing encounter, John was mortally wounded by enemy automatic weapons fire. Medical personnel were immediately at your husband's side, but were unable to save his life. I sincerely hope that the knowledge that he was not subjected to any prolonged suffering will be of some comfort to you.

I considered John as one of the "First Team." As a member of this command, John distinguished himself as an outstanding soldier who was willing and eager to accomplish any task. His sincerity, cheerfulness, and devotion to his duties were an inspiration to his comrades, and we are all saddened by his loss.

A memorial service was held for John on the morning of June 13th during which the men of this command rendered military honors and a final tribute to him. I am inclosing a copy of the bulletin from that service.

John's personal belongings have been collected and will be sent to the person authorized by law to receive them for distribution in accordance with the laws of his domicile.

I hope that during this period of your bereavement you will find some measure of comfort in knowing that your grief is shared by all of us who were closely associated with your husband.

Sincerely,



1 Incl
Memorial service
bulletin

ROBERT T. SMITH
CPT, Inf
Commanding

Figure 6-1. Sample letter of sympathy to spouse (battle casualty).

29 March 1972

AR 600-10

(USE APPROPRIATE LETTERHEAD)

Mr. and Mrs. Thomas J. Smith
42 North Sixth Street
Johnson, Indiana 43232

Dear Mr. and Mrs. Smith:

I extend my deepest sympathy to you in the recent loss of your son,
Sergeant Robert T. Smith.

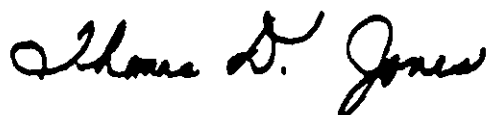
Robert died as the result of an automobile accident on May 22, 1972, near Sierra Vista, Arizona. The report of the accident shows that Robert was driving a rented automobile which ran off the road during a heavy rainfall and struck a concrete bridge abutment. Passengers in another car who saw the accident immediately called an ambulance. Robert was admitted to Raymond W. Bliss Army Hospital where, despite every effort to save his life, he died at 11:30 p.m. the same evening as a result of a fractured skull. Before he passed away, Robert received the ministrations of his church. Memorial services were conducted on May 24th at 9:00 a.m. by Chaplain C. M. O'Brien, the Catholic Chaplain of our unit.

As a member of this command, Robert was well liked by all his associates. He was an excellent soldier who performed all tasks assigned to him in a cheerful and efficient manner. His death came as a great shock to all who knew him.

Robert's personal effects have been collected and will be sent to the person authorized by law to receive them for distribution in accordance with the laws of his domicile.

The sincere sympathy of the personnel of this command is extended to you in your bereavement.

Sincerely,

A handwritten signature in black ink that reads "Thomas D. Jones". The signature is written in a cursive style with a large, stylized "J" and "S".

THOMAS D. JONES
CPT, Inf
Commanding

Figure 6-2. Sample letter of sympathy to parents (nonbattle casualty).

29 March 1972

(USE APPROPRIATE LETTERHEAD)

Mrs. James Johnson
3304 Silver Park Drive
Suitland, Maryland 21668

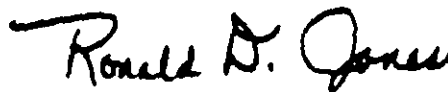
Dear Mrs. Johnson:

The staff of Walter Reed General Hospital joins with me in extending to you our deepest sympathy on the death of your son, Private First Class Edward Johnson.

We know the irreparable loss that you have suffered and fully realize there is little that we can say to help you in this moment of sorrow. We hope you will find some comfort in knowing that everything possible was done for him during his last illness. In time, you may find personal reassurance in the thought that he died in the service of his country and that our gratitude as a nation is deep and lasting.

Our heartfelt condolences are extended to you and the members of your family in your bereavement.

Sincerely yours,

A handwritten signature in black ink that reads "Ronald D. Jones". The signature is written in a cursive style with a large, stylized 'R' and 'J'.

RONALD D. JONES
Brigadier General, MC
Commanding

Figure 6-3. Sample letter of condolence.

CHAPTER 7

CASUALTY ASSISTANCE

Section I. GENERAL

7-1. General. This chapter establishes policies and outlines procedures for accomplishing the objectives of the casualty assistance program. These objectives are to—

a. Furnish assistance to the NOK during the period immediately following a casualty.

b. Eliminate delay in settling monetary and allied benefits which are allowable to the NOK and assist in other related personal affairs.

7-2. Persons entitled to assistance. *a.* The PNOK of the individuals described below are entitled to casualty assistance:

(1) An individual who is VSI in an overseas medical facility when the presence of this PNOK is deemed necessary. In this case, DA may issue ITO to the PNOK (para 7-6).

(2) All persons who die or become missing while serving on extended active duty with the Army. This includes:

(*a.*) Members of the RA; the ARNG; the USAR; USMA cadets; and persons appointed, enlisted, or inducted in a Regular or Reserve component or without a specific component.

(*b.*) Army personnel who die in an AWOL status. However, assistance will NOT be provided to the NOK of personnel who die while in a bona fide desertion status. The determination as to whether an individual was indeed in a bona fide desertion status will be made by DA. When determination concerning the individual's status (AWOL or desertion) has been made by DA, it will be relayed to the appropriate commander in the area nearest the NOK.

(*c.*) Members of the USAR and ARNG

who die or become missing when performing ADT or IDT with or without pay, or while proceeding directly to or from such duty.

(*d.*) Army National Guardsmen who die or become missing while on active duty during a civil disturbance.

(3) Army ROTC cadets who die while engaged in ROTC flight instruction or summer camp, or while performing authorized travel to or from the designated place of such training.

(4) Persons who die while en route to, from, or at a place for final acceptance for entry on active duty, or after having been selected for active service and ordered or directed to proceed to such a place.

(5) Separated or discharged persons who die within 120 days after their separation or discharge.

(6) Retired members of the Army who die (para 7-13).

(7) Civilian employees of the Army who die in an overseas area (para 7-14).

b. While the casualty assistance program provides assistance to the PNOK, judgment should be exercised and support, advice, and guidance rendered to other NOK based upon the situation encountered. Children of deceased individuals should be helped when necessary. When two or more persons at different addresses should be afforded assistance, it may be necessary that more than one commander provide the assistance. Coordination in these cases must be carefully effected.

c. When both parents die or are incapacitated or unavailable, and their minor children are being returned to CONUS, a responsible person

will be designated to accompany them to their final destination (JTR 6400).

★7-3. Responsibilities of casualty area and major overseas commanders in the casualty assistance program. The Casualty Area or major overseas commander in whose area the PNOK is located is responsible for extending casualty assistance. To insure timely assistance and economy of operation, the appropriate commander may further delegate or assign assistance cases to commanders of his command's installations and activities, as well as to those units assigned to other commands within his geographic area of responsibility located near the residence of the NOK. USAR component activities, including National Guard advisor groups and ROTC instructor groups, may also be used in the casualty assistance program.

7-4. Responsibilities of senior Army representatives in other area. When the NOK is located in an area outside of CONUS which is not assigned to any United States military command, the senior Army representative will be responsible for casualty assistance under this regulation. Casualty assistance programs should be developed prior to any specific requirement for them to preclude the delay encountered when inexperienced personnel are assigned assistance duties.

★7-5. Assignment and transfer of assistance cases. While the appropriate commander (outlined in para 7-3) will extend assistance as required by this regulation, casualty assistance cases may be transferred to other Casualty Area or major overseas commanders when better service or economy can be achieved.

a. When the PNOK relocates before assistance actions are completed, the assistance case will be reassigned as indicated below. The losing area commander will promptly notify the Chief, Casualty Division, TAGO, concerning such movement.

(1) *In CONUS.* When the NOK moves—

(a) To another area in CONUS, the losing commander will send the complete case to

the gaining Casualty Area commander, with an information copy to the losing Casualty Area commander. Telephonic notification with specific details will be provided prior to the move.

(b) Within a Casualty Area command, the losing commander will send the complete case to that Casualty Area commander who will reassign it.

(c) Overseas, the losing commander will send the complete case to the appropriate overseas commander or to the senior Army representative, with an information copy to the losing Casualty Area commander. The commander initially responsible for providing assistance will promptly notify the gaining commander by message, furnishing such information as is necessary to permit him to continue providing the needed assistance effectively.

(2) *Overseas.* If the NOK located in an overseas area returns to CONUS or moves to another area overseas, the commander providing assistance will promptly notify the gaining commander. He will give the mode of travel; departure time; estimated time of arrival and address at destination; and such other information as is needed by the gaining commander to give assistance effectively, including specific actions that should be completed as soon after arrival as possible. The complete case will be sent promptly to the gaining commander.

b. When assistance will be needed at intermediate points en route to the final destination, the commander providing assistance will promptly inform the Casualty Area or major overseas commanders between the point of origin and the final destination of the travel details and the needs of the NOK while en route, and request assistance. Blue Bark procedures will be used when appropriate (AR 59-120).

7-6. Transportation. a. *ITO for NOK of VSI patients.* When the attending physician and the commander of a medical treatment facility consider that the presence of NOK is necessary and will contribute to the recovery of a VSI patient, the major commander may request TAG, DA, to extend an ITO to the NOK (nor-

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mally the PNOK) and one other member of the family. This procedure will not be used for travel within CONUS or within an overseas command when the service member is serving

an accompanied tour. Travel to a hostile fire area will not be authorized.

(1) Requests for ITO will be submitted by "IMMEDIATE" precedence message or

★APPENDIX B

AREAS OF RESPONSIBILITY—CASUALTY AREA COMMANDS

Fort Devens, MA

States of Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut; and New York counties of Clinton Franklin, St. Lawrence, Jefferson, Lewis, Herkimer, Hamilton, Essex, Warren, Washington, Saratoga, Fulton, Montgomery, Schenectady, Rensselaer, Albany, Otsego, Chemango, Madison, Oneida, Lewis, Oswego, Onondaga, Cortland, Broome, Tioga, Tompkins, Cayuga, Wayne, Seneca, Schuyler, Chemung, Steuben, Yates, Ontario, Monroe, Livingston, Allegany, Wyoming, Genesee, Orleans, Niagara, Erie, Cattaraugus, Chautauqua.

Fort Hamilton, NY

New York counties of Delaware, Greene, Columbia, Sullivan, Ulster, Dutchess, Orange, Putnam, Rockland, Westchester, Suffolk, Nassau, Yonkers; and New York City.

Fort Dix, NJ

State of New Jersey.

Indiantown Gap Military Reservation, PA

State of Pennsylvania; and West Virginia counties of Hancock, Brooke, Ohio, Marshall, Wetzel, Monongalia, Preston, Marion, Taylor, Harrison, Doddridge, Tyler, Pleasants, Wood, Ritchie, Wirt, Jackson, Roane, Calhoun, Gilmer, Lewis, Barbour, Tucker, Randolph, Upshur Webster, Braxton, Clay, Mason, Putman, Kanawha, Nicholas, Pocahontas, Greenbrier, Monroe, Fayette, Raleigh, Summers, Mercer, McDowell, Wyoming, Boone, Logan, Mingo, Lincoln, Wayne, Cabell.

Fort George G. Meade, MD

State of Delaware; Maryland counties of Garrett, Allegany, Washington, Frederick, Carrol, Baltimore, Harford, Cecil, Kent, Queen Annes, Talbot, Caroline, Dorchester, Wicomico, Somerset, Worcester, Howard, Anne Arundel, Calvert, and Baltimore City; Virginia counties of Accomack, Northampton, Loudoun, Clarke, Frederick; West Virginia counties of Mineral, Hampshire, Morgan, Berkeley, Jefferson.

US Army Military District of Washington

District of Columbia; Maryland counties of Montgomery and Prince Georges; Virginia counties of Arlington and Fairfax; Virginia cities of Alexandria and Fairfax.

Fort Belvoir, VA

Virginia counties of Rockingham, Shenandoah, Page, Warren, Greene, Madison, Rappahannock, Fauquier, Culpeper, Orange, Prince William, Stafford, Spotsylvania, King George, Richmond, Westmoreland, Northumberland, Lancaster; Maryland counties of Charles and St. Marys; West Virginia counties of Pendleton, Grant, Hardy.

Fort Eustis, VA

Virginia counties of Middlesex, Mathews, Gloucester, James City, York, Hampton, Newport News, Isle of Wight, Southampton, Nansemond, Norfolk, Portsmouth, Chesapeake, Virginia Beach.

Fort Lee, VA

Virginia counties of Highland, Augusta, Albemarle, Louisa, Caroline, Essex, Bath, Rockbridge, Nelson, Fluvanna, Goochland, Hanover, King William, King and Queen, New Kent, Charles City, Henrico, Richmond (City), Chesterfield, Prince George, Surry, Sussex, Dinwiddie, Greensville, Brunswick, Nottoway, Amelia, Powhatan, Cumberland, Prince Edward, Lunenburg, Mecklenburg, Halifax, Charlotte, Appomattox, Buckingham, Amherst, Campbell, Pittsylvania, Bedford, Lynchburg (City), Henry, Franklin, Roanoke, Roanoke (City), Botetourt, Alleghany, Craig, Montgomery, Floyd, Patrick, Carroll, Pulaski, Giles, Bland, Wythe, Grayson, Smyth, Tazewell, Buchanan, Russell, Washington, Dickenson, Wise, Scott, Lee.

Fort Bragg, NC

State of North Carolina.

Fort Jackson, SC

South Carolina counties of Cherokee, York, Union, Chester, Lancaster, Chesterfield, Marlboro, Newberry, Fairfield, Kershaw, Darlington, Dillon, Lexington, Richland, Sumter, Lee, Florence, Marion, Horry, Orangeburg, Calhoun, Clarendon, Williamsburg, Georgetown, Bamberg, Dorchester, Berkeley, Colleton, Charleston.

Fort Gordon, GA

South Carolina counties of Oconee, Pickens, Greenville, Spantenburg, Anderson, Abbeville, Laurens, McCormick, Greenwood, Edgefield, Saluda, Aiken, Barnwell, Allendale, Hampton, Georgia countries of Stephens, Franklin, Hart, Madison, Elbert, Clarke, Oconee, Oglethorpe, Morgan, Greene, Taliaferro, Wilkes, Lincoln, Putnam, Baldwin, Hancock, Warren, McDuffie, Columbia, Wilkinson, Washington, Glascock, Jefferson, Burke, Laurens, Johnson, Emanuel, Jenkins, Screven, Richmond.

Fort McPherson, GA

Georgia counties of Dade, Walker, Catoosa, Whitfield, Murray, Fannin, Union, Towns, Rabun, Gilmer, Chattooga, Gordon, Pickens, Dawson, Lump-

kin, White, Habersham, Floyd, Bartow, Cherokee, Forsyth, Hall, Banks, Jackson, Polk, Paulding, Cobb, Fulton, DeKalb, Gwinett, Barrow, Haralson, Carroll, Douglas, Clayton, Rockdale, Walton, Heard, Coweta, Fayette, Spalding, Henry, Newton, Butts, Jasper.

Fort Stewart, GA

Georgia counties of Treutler, Candler, Bulloch, Effingham, Wheeler, Montgomery, Toombs, Tattnall, Evans, Bryan, Chatham, Telfair, Jeff Davis, Appling, Wayne, Long, Liberty, Coffee, Bacon, Pierce, McIntosh, Atkinson, Ware, Brantley, Glynn, Charlton, Camden; Florida counties of Nassau, Baker, Duval, Union, Bradford, Clay, St Johns, Alachua, Putnam, Flagler, Levy, Marion, Volusia, Citrus, Sumter, Lake, Seminole, Orange, Hernando, Pasco, Pinellas, Hillsborough, Polk, Osceola, Brevard, Manatee, Hardee, Highlands, Okeechobee, Indian River, St Lucie, Sarasota, De Sota, Charlotte, Glades, Martin, Lee, Hendry, Palm Beach, Collier, Broward, Monroe, Dade.

Fort Benning, GA

Georgia counties of Troup, Meriwether, Pike, Lamar, Monroe, Jones, Harris, Talbot, Upson, Crawford, Bibb, Twiggs, Muscogee, Chattahoochee, Marion, Taylor, Peach, Schley, Macon, Houston, Blechley, Stewart, Webster, Sumter, Dooly, Pulaski, Dodge, Quitman, Randolph, Terrell, Lee, Crisp, Wilcox, Clay, Calhoun, Dougherty, Worth, Turner, Ben Hill, Irwin, Tift, Early, Baker, Mitchell, Colquitt, Cook, Berrien, Seminole, Miller, Decatur, Grady, Thomas, Brooks, Lowndes, Lanier, Echols, Clinch; Alabama counties of Coosa, Tallapoosa, Chambers, Elmore, Macon, Lee, Montgomery, Bullock, Russell; Florida counties of Gadsen, Leon, Jefferson, Madison, Hamilton, Columbia, Liberty, Wakulla, Franklin, Taylor, Suwannee, Lafayette, Gilchrist, Dixie.

Fort Rucker, AL

Alabama counties of Sumter, Greene, Hale, Bibb, Chilton, Perry, Choctaw, Marengo, Dallas, Autauga, Lowndes, Wilcox, Clarke, Monroe, Butler, Crenshaw, Pike, Barbour, Washington, Mobile, Baldwin, Conecuh, Escambia, Covington, Coffee, Dale, Henry, Geneva, Houston; Florida counties of Jackson, Holmes, Walton, Okaloosa, Santa Rosa, Escambia, Bay, Washington, Gulf, Calhoun; Mississippi counties of Yazoo, Madison, Leake, Neshoba, Kemper, Warren, Hinds, Rankin, Scott, Newton, Lauderdale, Claiborne, Copiah, Simpson, Smith, Jasper, Clarke, Jefferson, Adams, Franklin, Lincoln, Lawrence, Jefferson Davis, Covington, Jones, Wayne, Wilkinson, Amite, Pike, Walthall, Marion, Lamar, Forrest, Perry, Greene, Pearl River, Stone, George, Hancock, Harrison, Jackson.

Fort McClellan, AL

Alabama counties of Lauderdale Limestone, Madison, Jackson, Colbert, Franklin, Lawrence, Morgan, Marshall, De Kalb, Marion, Winston, Cullman, Blount, Etowah, Cherokee, Lamar, Fayette, Walker, Pickens, Tuscaloosa, Jefferson, St Clair, Calhoun, Cleburne, Shelby, Talladega, Clay,

Randolph; Mississippi counties of De Sota, Marshall, Benton, Tippah, Alcorn, Tishomingo, Tunica, Tate, Prentiss, Coahoma, Quitman, Panola, Lafayette, Union, Pontotoc, Lee, Itawamba, Bolivar, Sunflower, Tallahatchie, Yalobusha, Calhoun, Chickashaw, Monroe, Washington, Issaquena, Sharkey, Humphreys, Leflore, Grenada, Carroll, Montgomery, Webster, Clay, Choctaw, Oktibbeha, Lowndes, Holmes, Attala, Winston, Noxubee.

Fort Campbell, KY

State of Tennessee; Kentucky counties of Union, Henderson, Daviess, Webster, McLean, Ohio, Crittenden, Hopkins, Muhlenberg, Butler, Livingston, Caldwell, Lyon, Ballard, McCracken, Carlisle, Hickman, Fulton, Graves, Marshall, Calloway, Trigg, Christian, Todd, Logan, Simpson.

Fort Knox, KY

State of Ohio; Kentucky counties of Boone, Kenton, Campbell, Trimble, Carroll, Gallatin, Grant, Pendleton, Bracken, Mason, Lewis, Greenup, Henry, Owen, Harrison, Robertson, Fleming, Rowan, Carter, Boyd, Nicholas, Oldham, Jefferson, Shelby, Scott, Franklin, Bourbon, Montgomery, Bath, Menifee, Morgan, Elliott, Lawrence, Johnson, Martin, Pike, Floyd, Magoffin, Knott, Letcher, Wolfe, Breathitt, Perry, Leslie, Harlan, Bell, Knox, Clay, Owsley, Lee, Powell, Clark, Estill, Jackson, Laurel, Whitley, McCreary, Pulaski, Rockcastle, Madison, Fayette, Jessamine, Garrard, Lincoln, Woodford, Mercer, Boyle, Casey, Russell, Wayne, Clinton, Cumberland, Adair, Taylor, Marion, Washington, Anderson, Spencer, Nelson, Larue, Green, Metcalfe, Monroe, Barren, Hart, Hardin, Bullitt, Meade, Breckinridge, Hancock, Grayson, Allen, Edmonson, Warren.

Fort Sheridan, IL

States of Michigan, Wisconsin, Minnesota, Iowa; Indiana counties of Elkhart, St. Joseph, La Porte, Porter, Lake; Illinois counties of Jo Daviess, Stephenson, Winnebago, Boone, Mc Henry, Lake, Carroll, Whiteside, Ogle, Lee, De Kalb, Kane, DuPage, Cook, Rock Island, Henry, Bureau, LaSalle, Kendall, Grundy, Will, Kankakee, Livingston, Woodford, Marshall, Putnam, Stark, Peoria, Knox, Mercer, Warren, Henderson.

Fort Benjamin Harrison, IN

Illinois counties of Fulton, Tazewell, McLean, Ford, Iroquois, Mason, Logan, DeWitt, Piatt, Champaign, Vermilion, Menard, Sangamon, Macon, Christian, Shelby, Moultrie, Douglas, Edgar, Coles, Cumberland, Clark, Effingham, Jasper, Crawford, Richland, Lawrence, Edwards, Wabash; Indiana counties of Lagrange, Steuben, Noble, DeKalb, Starke, Marshall, Kosciusko, Whitley, Allen, Newton, Jasper, Pulaski, Fulton, Benton, White, Carroll, Cass, Miami, Wabash, Huntington, Wells, Adams, Howard, Grant, Blackford, Jay, Warren, Tippecanoe, Clinton, Tipton, Fountain, Montgomery, Boone, Hamilton, Madison, Delaware, Randolph, Vermillion, Parke, Putnam, Hendricks, Marion, Henry, Hancock, Wayne, Vigo, Clay, Owen, Morgan, Johnson, Shelby, Rush, Fayette, Union, Sullivan, Greene, Monroe, Brown, Bartholomew, Decatur, Franklin, Knox, Daviess, Martin, Law-

rence, Jackson, Jennings, Ripley, Dearborn, Gibson, Pike, Dubois, Orange, Washington, Scott, Jefferson, Ohio, Switzerland, Posey, Vanderburgh, Warrick, Spenser, Perry, Crawford, Harrison, Floyd, Clark.

Fort Leonard Wood, MO

Illinois counties of Hancock, McDonough, Adams, Schuyler, Brown, Cass, Pike, Scott, Morgan, Calhoun, Greene, Macoupin, Montgomery, Jersey, Madison, Bond, Fayette, St. Clair, Clinton, Marion, Clay, Monroe, Washington, Jefferson, Wayne, Randolph, Perry, Franklin, Hamilton, White, Jackson, Williamson, Saline, Gallatin, Union, Johnson, Pope, Hardin, Alexander, Pulaski, Massac; Missouri counties of Schuyler, Scotland, Clark, Adair, Knox, Lewis, Macon, Shelby, Marion, Randolph, Monroe, Ralls, Pike, Audrain, Howard, Boone, Callaway, Montgomery, Lincoln, Warren, Cass, Johnson, Pettis, Cooper, Bates, Henry, Benton, Morgan, Moniteau, Cole, Osage, Gasconade, Franklin, St. Charles, St. Louis, St. Louis (City), Jefferson, Vernon, St. Clair, Cedar, Hickory, Camden, Miller, Maries, Phelps, Crawford, Washington, St. Francois, Ste Genevieve, Barton, Dade, Polk, Dallas, Lacelde, Pulaski, Dent, Iron, Madison, Perry, Bollinger, Cape Girardeau, Jasper, Lawrence, Greene, Webster, Wright, Texas, Shannon, Reynolds, Wayne, Stoddard, Scott, Newton, McDonald, Larry, Stone, Christian, Taney, Douglas, Ozark, Howell, Oregon, Carter, Ripley, Butler, New Madrid, Mississippi, Dunklin, Pemiscot.

Fort Leavenworth, KS

Kansas counties of Marshall, Nemaha, Brown, Doniphan, Jackson, Atchison, Jefferson, Leavenworth, Wyandotte, Douglas, Johnson; Missouri counties of Jackson, Lafayette, Saline, Platte, Clay, Ray, Carroll, Chariton, Buchanan, Clinton, Caldwell, Livingston, Linn, Sullivan, Putnam, Mercer, Grundy, Daviess, Harrison, DeKalb, Gentry, Worth, Nodaway, Andrew, Holt, Atchison.

Fort Sill, OK

States of Oklahoma and Arkansas.

Fort Polk, LA

State of Louisiana.

Fort Sam Houston, TX

Texas counties of Val Verde, Edwards, Real, Kerr, Gillespie, Blanco, Travis, Bastrop, Lee, Fayette, Austin, Waller, Harris, Kinney, Uvalde, Bandera, Kendall, Hays, Comal, Caldwell, Gonzales, Lavaca, Colorado, Wharton, Fort Bend, Brazoria, Galveston, Matagorda, Jackson, Calhoun, Victoria, De Witt, Guadalupe, Bexar, Medina, Maverick, Zavala, Dimmit, Frio, Atascosa, Wilson, Karnes, Goliad, Refugio, Aransas, San Patricio, Bee, Live Oak, McMullen, La Salle, Webb, Duval, Jim Wells, Nueces, Kleberg, Zapata, Jim Hogg, Brooks, Kenedy, Starr, Hidalgo, Willacy, Cameron.

Fort Hood, TX

Texas counties of Dallam, Sherman, Hansford, Ochiltree, Lipscomb, Hartley, Moore, Hutchinson, Roberts, Hemphill, Oldham, Potter, Carson, Gray, Wheeler, Deaf Smith, Randall, Armstrong, Donley, Collingsworth, Parmer, Castro, Swisher, Briscoe, Hall, Childress, Bailey, Lamb, Hale, Floyd, Motley, Cottle, Hardeman, Foard Wilbarger, Wichita, Cochran, Hockley, Lubbock, Crosby, Dickens, King, Knox, Baylor, Archer, Clay, Montague, Cooke, Grayson, Fannin, Lamar, Red River, Bowie, Cass, Morris, Titus, Camp, Franklin, Delta, Hunt, Collin, Denton, Wise, Jack, Young, Throckmartin, Haskell, Stonewall, Kent, Garza, Lynn, Terry, Yoakum, Gaines, Dawson, Borden, Scurry, Fisher, Jones, Shackelford, Stephens, Palo Pinto, Parker, Tarrant, Dallas, Rockwall, Kaufman, Rains, Van Zandt, Wood, Upshur, Marion, Gregg, Harrison, Smith, Henderson, Ellis, Johnson, Hood, Somervell, Erath, Eastland, Callahan, Taylor, Nolan, Mitchell, Howard, Martin, Andrews, Ector, Midland, Glasscock, Sterling, Coke, Runnels, Coleman, Brown, Comanche, Hamilton, Bosque, Hill, Navarro, Anderson, Cherokee, Rusk, Panola, Shelby, Nacogdoches, Crane, Upton, Reagan, Irion, Tom Green, Concho, Crockett, Sutton, Schleicher, Menard, Kimble, McCulloch, Mason, Mills, San Saba, Llano, Hamilton, Lampasas, Burnet, Coryell, Bell, Williamson, McLennan, Falls, Milam, Limestone, Robertson, Brazos, Burleson, Washington, Freestone, Leon, Madison, Grimes, Houston, Walker, Montgomery, Trinity, San Jacinto, Angelina, Polk, Liberty, Chambers, San Augustine, Sabine, Tyler, Jasper, Newton, Orange, Hardin, Jefferson.

Fort Riley, KS

State of Nebraska; Kansas counties of Cheyene, Rawlins, Decatur, Norton, Phillips, Smith, Jewel, Republic, Washington, Sherman, Thomas, Sheridan, Graham, Rooks, Osborne, Mitchell, Cloud, Clay, Riley, Pottawatomie, Wallace, Logan, Gove, Trego, Ellis, Russell, Lincoln, Ellsworth, Ottawa, Saline, Dickinson, Geary, Morris Wabaunsee, Shawnee, Greeley, Wichita, Scott, Lane, Ness, Rush, Barton, Rice, McPherson, Marion, Chase, Lyon, Osage, Franklin, Miami, Hamilton, Kearny, Finney, Hodgeman, Pawnee, Edwards, Stafford, Reno, Harvey, Coffey, Anderson, Linn, Stanton, Grant, Haskell, Gray, Ford, Kiowa, Pratt, Kingman, Sedgwick, Butler, Greenwood, Woodson, Allen, Bourbon, Elk, Wilson, Neosho, Crawford, Morton, Stevens, Seward, Meade, Clark, Commanche, Barber, Harper, Sumner, Cowley, Chautauqua, Montgomery, Labette, Cherokee.

Fort Carson, CO

States of Colorado, Wyoming, South Dakota, and North Dakota.

Fort Bliss, TX

State of New Mexico; Texas counties of El Paso, Hudspeth, Culberson, Loving, Winkler, Ward, Reeves, Jeff Davis, Pecos, Presidio, Brewster, Terrell.

Fort Huachuca, AZ

State of Arizona.

1 June 1973

C 1, AR 600-10

Fort Lewis, WA

States of Washington, Oregon, Idaho, Montana, Utah.

Fort MacArthur, CA

California counties of Santa Barbara, Ventura, Los Angeles, San Bernardino, Orange, Riverside, San Diego, Imperial.

Fort Ord, CA

California counties of Monterey, San Benito, Merced, Madera, Mariposa, Kings, Fresno, San Luis Obispo, Kern, Tulare.

Presidio of San Francisco, CA

State of Nevada; California counties of Del Norte, Siskiyou, Modoc, Humbolt, Trinity, Shasta, Lassen, Tehama, Plumas, Mendocino, Glenn, Butte, Sierra, Lake, Colusa, Sutter, Yuba, Nevada, Placer, Sonoma, Napa, Yolo, El Dorado, Alpine, Solano, Sacramento Amador, Marin, Contra Costa, San Joaquin, Calaveras, Tuolumne, Mono, Stanislaus, Inyo, Alameda, Santa Clara, San Mateo, Santa Cruz.

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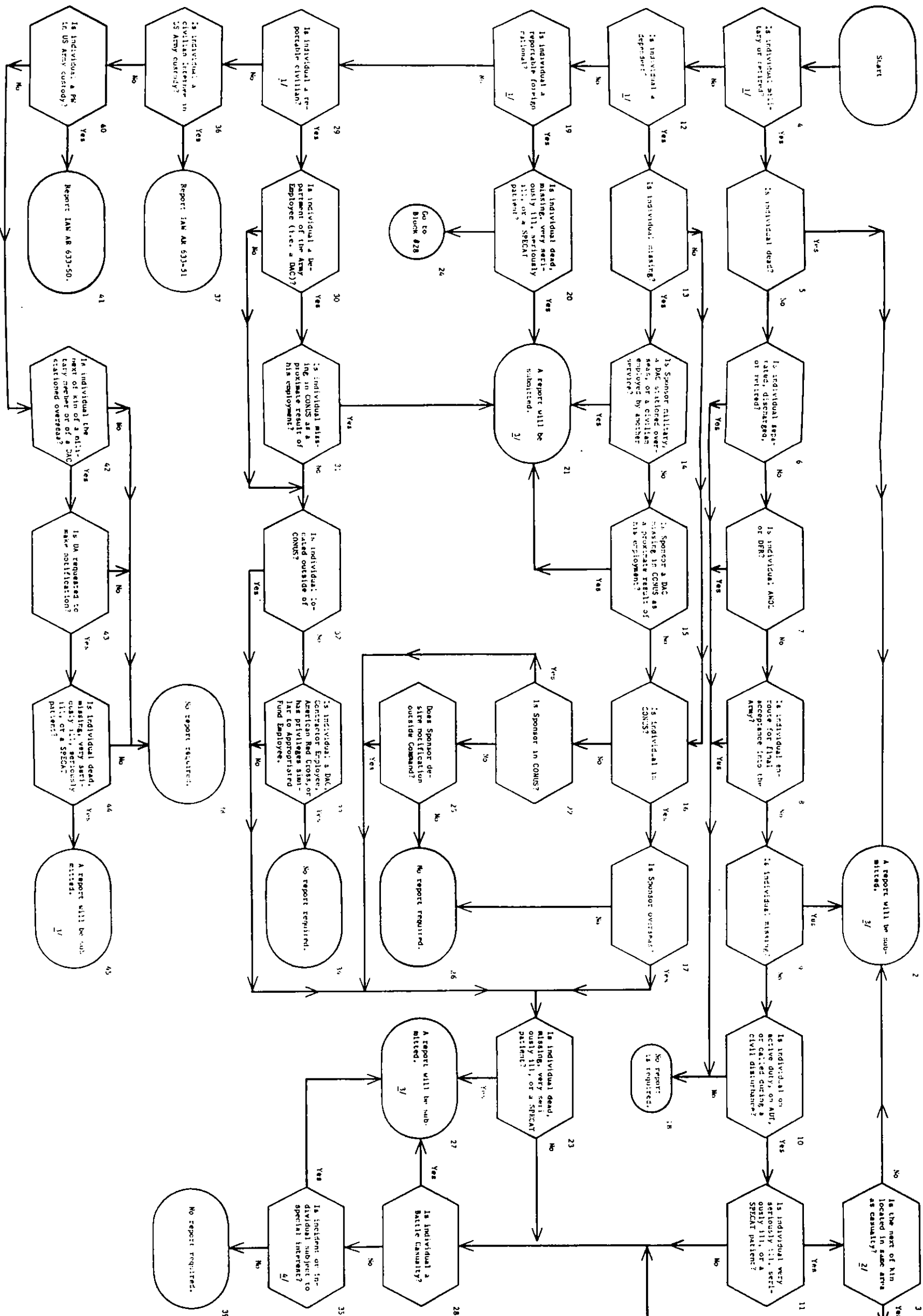
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The Adjutant General.*

W. C. WESTMORELAND,
*General, United States Army,
Chief of Staff.*

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TABLE 2-1
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1/ Refers to persons listed in para 1-2

2/ See Chapter 3 for format and addressees

3/ "Same area" means within COMUS for casualties occurring in CONUS and within the same overseas command for casualties occurring overseas

4/ See Chapter 4 concerning special interest casualty matters

S/S

Pages

5/5 CI

*AR 600-10

ARMY REGULATION

No. 600-10

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 29 March 1972

PERSONNEL—GENERAL

THE ARMY CASUALTY SYSTEM

Effective 15 May 1972

This revision reduces, reorganizes, updates, and clarifies previous text. Information on line of duty investigations has been published as AR 600-33 and Servicemen's Group Life Insurance material has been incorporated in AR 608-2. Local limited supplementation is permitted, but is not required. If supplements are issued, Army Staff agencies and major Army commands will furnish one copy of each supplement to HQDA(DAAG-PSC), Washington, DC 20314; other commands will furnish one copy to each of the next higher headquarters.

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This regulation, together with AR 600-33, 11 October 1971, and AR 608-2, 21 September 1971, supersedes AR 600-10, 7 June 1968 DA message 957876; subject: Revision of Record of Emergency Data, DA Form 41, 23 June 1970; DA message AGPC-S 052114Z Aug 70(U), subject: Pay Information for NOK of Missing and Captured Personnel; DA message AGPC-R 011235Z Sep 70(U), subject: Travel of NOK of VSI Personnel; DA message AGPC 130435Z Mar 71(U), subject: Use of Lay Language in Medical Diagnosis; and DA message AGPC 261625Z Mar 71(U), subject: Reporting Suspected Drug Deaths.

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CHAPTER 1

GENERAL

1-1. Purpose. This regulation establishes policies and outlines responsibilities and procedures for the efficient operation of the Army casualty system.

1-2. Scope. The Army casualty system applies to those personnel for whom the Army has assumed some responsibility. The extent to which this regulation applies depends upon the status and location of the individual at the time he becomes a casualty. Specifically it includes:

a. Military personnel on active duty in the Regular Army (RA), Army of the United States (AUS), Army National Guard of the United States (ARNGUS), and US Army Reserve (USAR); those persons en route to, from, or participating in active duty training (ADT) or scheduled inactive (Reserve) duty training (IDT); those persons en route to, from, or at a place for final acceptance or entry on active duty with the Army; US Military Academy (USMA) cadets; Reserve Officers' Training Corps (ROTC) cadets; and members of other US Armed Forces. Members of the ARNGUS and USAR not on active duty are covered by AR 135-31 or NGR 600-3. Army personnel attached to another service of the US Armed Forces will be reported by that service under its regulations. Army personnel who die within 120 days after their separation, discharge, or retirement will be reported upon receipt of information or upon request by Chief, Casualty Division, TAGO, HQDA.

b. Retired Army personnel, including those retired from active service, those retired at age 60 after 20 years' active duty Reserve service (Title III), those retired because of disability, and those on the Temporary Disability Retired List (TDRL).

c. US civilians outside CONUS, both appropriated and nonappropriated fund employees of Department of the Army; contract field technicians; visiting dignitaries; and representatives of Department of the Army-sponsored organizations, such as the American Red Cross, the United Services Organization, and banking facilities. This category may also include those citizens for whom local State Department officials have requested the oversea command to assume casualty reporting responsibilities, and Veterans Administration and Department of Labor contract representatives.

d. Dependents located with their sponsor overseas and those dependents who die in a military hospital in CONUS when the sponsor is overseas (a and c above). A next of kin who is not a dependent but is visiting sponsor overseas at time of death may be reported upon request of the sponsor to the local command.

e. Foreign nationals, both military and other officials, performing full-time duty with the US Army or in the United States under the auspices of the Army as a student or on an orientation tour. Those personnel of allied nations who are patients in, or for whom administrative responsibility has been assumed by, any US Army medical facility will be reported as appropriate (AR 40-2). Prisoners of war (PW) under US Army control are covered by AR 633-50.

1-3. Reports control exemption. The reports, notifications, and verifications prescribed by this regulation are exempt from reports control action under paragraph 7-2h, AR 335-15.

1-4. Release of information. Release of casualty information is governed by AR 360-5.

1-5. **Casualty terms.** *a.* Except as noted below, all casualty terms appearing in this regulation are as defined in AR 310-25.

b. The following terms have special meaning within this regulation:

(1) *Presumptive finding of death.* A finding made by The Adjutant General, under the Missing Persons Act (chap. 10, title 37, U.S.C.), when the circumstances surrounding the disappearance of an Army member plus the expiration of at least 1 year lead to the logical conclusion that the member is no longer alive, although the available evidence may be insufficient to establish the date on which the member died.

(2) *Next of kin (NOK).* An individual's nearest relative(s). They are listed in the following line of succession:

(a) Spouse.

(b) Son(s).

(c) Daughter(s).

(d) Father, unless legal custody was granted to another person by reason of a court decree or statutory provision.

(e) Mother, unless legal custody was granted to another person by reason of a court decree or statutory provision.

(f) That blood or adoptive relative of the individual who was granted legal custody of the individual by reason of a court decree or statutory provision.

(g) Brother(s).

(h) Sister(s).

(i) Grandfather(s), paternal followed by maternal.

(j) Grandmother(s), paternal followed by maternal.

(k) Other relatives in order of relationship to the individual in accordance with the laws of the deceased's domicile.

(l) Person in loco parentis.

(3) *Primary next of kin (PNOK).* The legal next of kin. That person of any age most closely related to the individual according to the line of succession shown in (2) above. Seniority, as determined by age, will control where the persons are of equal relationship.

(4) *Adult next of kin (ANOK).* That adult highest in the line of succession shown in (2) above, except that a spouse who is a minor will be considered the adult next of kin.

(5) *Secondary next of kin (SNOK).* Any next of kin other than the primary next of kin.

(6) *Missing person.* Any person who is declared to be in one of the categories established by the Missing Persons Act; i.e., beleaguered, besieged, captured, detained, interned, missing, or missing in action.

1-6. **Determination of date of death.** When all available evidence does not establish the actual date of death, the latest date on which death can reasonably be presumed to have occurred will be selected as the date of death. Consequently, when it is established that death occurred during a specific month but there is insufficient evidence to establish the actual date of death, the last day of the month will normally be selected as the date of death. However, when the individual was absent with authority at the time of disappearance and there is no evidence of unauthorized absence or other evidence to the contrary, the last day of the period of authorized absence will be selected as the date of death. This is done so that the individual will not be unjustifiably considered absent without leave on the date of death. Where the report of death shows an abnormal length of time between the date a person was reported absent and the date selected as the date of death, the circumstances on which the selection of the latter date was based will be included in the report.

CHAPTER 3

PREPARATION OF CASUALTY REPORTS

3-1. General. This chapter outlines the basic procedures to insure standard, timely, and factual preparation of casualty reports.

3-2. Addresses for casualty reports (table 3-1).

3-3. Security classification. *a.* Casualty matters are assigned the protective marking of "FOR OFFICIAL USE ONLY." See AR 360-5 to determine when these markings may be removed.

b. In some cases, certain information necessary to complete the casualty report may be classified. In such cases, the following procedure will apply:

(1) An initial report containing the unclassified basic data will be prepared and dispatched with the protective marking "FOR OFFICIAL USE ONLY."

(2) Each item that requires a classified entry will contain the comment: "CLASS--SUPP REPT FOLLOWS."

(3) An appropriate classified supplemental report will be prepared and dispatched.

3-4. Dispatch of reports. *a.* Casualty reports will normally be sent by electrical means unless circumstances dictate otherwise (chap. 4).

b. Casualty messages processed through military communications facilities to or from overseas destinations will be assigned an "IMMEDIATE" precedence. Messages originating from a CONUS installation or agency to HQDA will be assigned a "PRIORITY" precedence except when the Chief, Casualty Division, TAGO, is requested to make notification; in those instances, the "IMMEDIATE" precedence will be used.

c. In the event of Condition MINIMIZE,

data will continue to be transmitted via electrical means or by telephone.

3-5. Report of delivery. Military communications facilities transmitting a casualty message originating in an overseas command will request a report of delivery from HQDA using the "Z" signal. Messages not acknowledged within 24 hours after dispatch, while being traced by the originator, will be retransmitted.

3-6. Casualty report codes. Codes to be used in the casualty report, along with their meanings, are listed in table 3-2.

3-7. Casualty report items. There are 73 possible items of information involved in casualty reporting. Table 3-3 lists instructions for completing these items.

a. Not all of these items will be necessary for a particular casualty report. To determine which items are required, refer to table 3-4.

b. If an item is required by table 3-4 for a particular report and the information is—

(1) Negative (NO or NONE) or unknown, an entry indicating that fact is necessary.

(2) Classified, the procedure in paragraph 3-3 will be followed.

c. If an item is not required, the item and the item number will be skipped.

3-8. Format of reports. A standard subject line, "SUBJECT: CASUALTY REPORT," will be included in each report. Sample reports showing the correct format are shown in figures 3-1 through 3-4. These samples are included to show the format of the report and will NOT be used to determine which items are necessary for a particular report.

3-9. Preparation of the report when the individual is away from his station of assignment. When an individual becomes a casualty while away from his permanent station (e.g., individual is on leave), the commander in whose area the casualty occurs is responsible for submission of the casualty report. Since he may not be able to supply all the required items of information, the following applies:

a. A casualty report, containing the items of information available to the commander will be submitted to the normal addressees, to the CONUSAMDW or major oversea commander having responsibility for the area in which the individual's permanent station is located, and to the commander of the individual's permanent station.

b. Upon receipt of the casualty report, the commander of the individual's permanent station will obtain personal data which were not available to the reporting commander and submit those data, in the form of a supplemental report, to the original addressees and the commander who submitted the initial report.

3-10. Casualty reporting for other US Armed Forces. When an individual becomes a casualty and the sponsoring service is not nearby, the commander who would submit a report for Army personnel will handle the initial reporting. The format for these reports is the same as for normal reports; however, the title of each item will be included since the other service may not have a copy of this regulation. Address the reports as follows and include HQDA(DAAG-PSC), Washington, DC 20314, as an information addressee:

Service	Address
US Air Force	USAF Military Personnel Center Randolph AFB, TX 78148
US Navy	CNP (PERS P52) Washington, DC 20370
US Marine Corps	Commandant, Marine Corps Washington, DC 20380
US Coast Guard	Commandant, US Coast Guard Washington, DC 20591

3-11. Reporting for allied governments and reporting foreign national students. a. In CONUS.

(1) When personnel of allied governments become casualties, the commander in whose area the casualty occurs will submit a report to HQDA(DAAG-PSC), Washington, DC 20314. This information will then be relayed to the Assistant Chief of Staff for Intelligence. In addition, when a foreign national student who is the responsibility of DA dies or becomes missing in CONUS, the commander will furnish a telephonic report to the Deputy Chief of Staff for Military Operations, in accordance with AR 550-50. The addressees for these reports are shown in table 3-1; the format is the same as for normal reports.

(2) When representatives of the person's government are located near the installation or medical facility, direct notification of these representatives will be accomplished by the local commander.

b. *Outside CONUS.*

(1) US Army medical treatment facility commanders will notify appropriate national authorities located near the facility and will furnish a report to the commander of the US Army element of the joint or unified command when personnel of armed forces of allied nations are patients and are affected by any one of the following:

- (a) Placed on or removed from the VSI or SI list.
- (b) Loss of hand, foot, limb, or eye.
- (c) Death.

(2) Commanders of US Army elements of joint or unified commands will maintain a current list of authorities of allied nations who are to be notified of casualties and will report casualties to the proper authorities. There is no fixed format for such reports.

(3) The NATO agreement implemented by this paragraph is STANAG 2132.

JOINT MESSAGEFORM						SECURITY CLASSIFICATION			
						UNCLASSIFIED			
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	SIGNATURE					UNCLASSIFIED			

DD FORM 173

1 DEC 70

REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED.

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Figure 3-1. Sample INIT report.

29 March 1972

JOINT MESSAGEFORM						SECURITY CLASSIFICATION			
						UNCLASSIFIED			
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14. UNITED STATES 15. PFC E-3 16. AUS 17. CO C, 2D BN, 10TH INF, 19TH INF DIV, APO SF 90909 18. 11B20 19. 23 MAR 71 35. MR AND MRS ROBERT J. JONES (P), 123 MAIN ST, NEW YORK, NEW YORK 13802 36. NONE 37. 12 AUG 70 - 29 MAR 71 38. ROTOR 39. UH 1D H 40. USGOVT 41. DOOR GUNNER 42. DUTY 43. 241245Z OCT 71 44. BIEN HOA (25), MILITARY REGION III, RVN COORD YS 101 994 45. VISUAL RECON MSN 46. ACFT HIT BY HOSTILE SMALL ARMS FIRE; ACFT CRASHED AND BURNED 47. ENEMY									
DISTR:									
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE						SPECIAL INSTRUCTIONS			
TYPED NAME, TITLE, OFFICE SYMBOL, AND PHONE									
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						UNCLASSIFIED			

DD FORM 173
1 DEC 70

REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED.

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Figure 3-1—Continued.

JOINT MESSAGEFORM						SECURITY CLASSIFICATION			
						UNCLASSIFIED			
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		ACT	INFO				DATE - TIME	MONTH	YR
03 OF 03									
BOOK	MESSAGE HANDLING INSTRUCTIONS								
53. NO 54. 12 AUG 70 55. 167.70 56. MULTI - POWER, FORGE 57. ROMAN CATHOLIC 58. NO 59. NDSM, VCM, VSM, EXP M-16, EXP M-14 60. YES 61. 20 OCT -71 62. SP4 E-4 63. NO 66. NTL. 15 AUG 71 SGLI FORM IN MPRJ WB FWD WI 72 HRS TO C, CAS DIV, DA. FIFTEEN/ROBERT J. JONES/NO OPTION 67. NOSPOUSE 69. 241245Z OCT 71 70. BIEN HOA, RVN 71. PENETRATING MISSILE WND TO HEAD 72. READY 73. NONE PROTECTIVE MARKING AUTO REMOVED IAW PARA 18B (2), AR 360-5									
DISTR:									
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE						SPECIAL INSTRUCTIONS			
TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE									
SIGNATURE						SECURITY CLASSIFICATION		DATE TIME GROUP	
						UNCLASSIFIED			

DD FORM 173

1 DEC 70

REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED.

GPO: 1971 431-071/1137

Figure 3-1—Continued.

29 March 1972

JOINT MESSAGEFORM						SECURITY CLASSIFICATION					
						UNCLASSIFIED					
PAGE	DRAFTER OR RELEASE TIME	PRECEDENCE		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY				
		ACT	INFO				DATE - TIME		MONTH	YR	
01 OF 02		00	PP		EEEE						
BOOK NO	MESSAGE HANDLING INSTRUCTIONS										
<p>FROM: (RELEASING AGENCY) 7</p> <p>TO: DA</p> <p>INFO: CGFCUSA FT BENJAMIN HARRISON IN (OTHER INFO ADDRESSEES REQ BY REPT CMD)</p> <p>UNCLAS E F T O FOUO</p> <p>(DRAFTER'S OFFICE SYMBOL)</p> <p>DA FOR DAAG-PSC (ACTION); DAAG-ZA AND DASU-ZA (INFO). FCUSA FOR CLAIMS DIV, SETTLEMENTS OPNS</p> <p>01. STACH</p> <p>02. BATTLE</p> <p>03. BRICK</p> <p>04. 203455</p> <p>05. PUNCH</p> <p>06. 203320</p> <p>07. HQ, USARV</p> <p>08. MILITARY</p> <p>09. 000-00-0000/000-00-0000</p> <p>10. JONES, JOHN JAMES/JONES JOHN JAMES</p>											
DISTR:											
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE						SPECIAL INSTRUCTIONS					
						ZFF 4					
R E L E A S E R	TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE					SECURITY CLASSIFICATION		DATE TIME GROUP			
	SIGNATURE					UNCLASSIFIED					

DD FORM 173
1 DEC 70

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Figure 3-2. Sample STACH report.

JOINT MESSAGEFORM						SECURITY CLASSIFICATION			
						UNCLASSIFIED			
PAGE	DRAFTER OR RELEASE TIME	PRECEDENCE	LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY			
		ACT	INFO			DATE - TIME MONTH YR			
02 OF 02									
BOOK	MESSAGE HANDLING INSTRUCTIONS								
<p>35. MR AND MRS ROBERT J. JONES (P), 123 MAIN ST, NEW YORK, NEW YORK 13802</p> <p>36. NONE</p> <p>43. 300915Z OCT 71</p> <p>44. LZ MARY, RVN COORD YS 202 984</p> <p>46. ON 24 OCT 71, WHEN DEFENSIVE POSN WAS OVERRUN, INDIV WAS STUNNED BY FRAG WND S TO HEAD. INDIV LEFT AREA USING OPPOSITE SIDE OF HILL THAT UNIT USED. WHEN INDIV REGAINED SENSES, UNIT HAD DEPARTED. INDIV CLIMBED NEARBY RIDGE AND HID AND WAITED 5 DAYS HOPING UNIT WOULD RETURN TO PICK UP KIA. WHEN ACFT DID RETURN, JONES WAS TOO FAR AWAY TO REACH THEM. ON 6TH DAY, INDIV MOVED TOWARDS SOUND OF ARTY FIRE. ON MORNING OF 30 OCT 71, HE MADE HIS WAY TO LZ MARY.</p> <p>48. INDIV LOST 10 LBS DUE TO NOT EATING. FRAG WND S TO BACK OF SKULL PROB CAUSED BY RPG.</p> <p>49. GOOD</p> <p>6 5 4 3 2 1 0 73. INDIV WOUNDED WHEN RETURNED. INIT REPT WB SUBMITTED WI 72 HRS.</p> <p>PROTECTIVE MARKING AUTO REMOVED IAW PARA 18B (2), AR 360-5</p>									
DISTR:									
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE						SPECIAL INSTRUCTIONS			
TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE									
SIGNATURE						SECURITY CLASSIFICATION		DATE TIME GROUP	
						UNCLASSIFIED			

DD FORM 173

1 DEC 70

REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED.

ST GPO: 1971 431-071/1137

Figure 3-2—Continued.

29 March 1972

JOINT MESSAGEFORM						SECURITY CLASSIFICATION			
						UNCLASSIFIED			
PAGE	DRAFTER OR RELEASE TIME	PRECEDENCE ACT	INFO	LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY		
DATE - TIME	MONTH	YR							
01 OF 01		OO	PP		EEEE				
BOOK NO	MESSAGE HANDLING INSTRUCTIONS								
<p>FROM: (RELEASING AGENCY)</p> <p>TO: DA</p> <p>INFO: (AS REQ BY REPT CMD)</p> <p>UNCLAS E F T O FOUO</p> <p>(DRAFTER'S OFFICE SYMBOL)</p> <p>DA FOR DAAG-PSC</p> <p>01. SUPP</p> <p>02. NONBATTLE</p> <p>03. SMITE</p> <p>04. 1</p> <p>05. SMITE</p> <p>06. 101000</p> <p>07. HQ, USAREUR</p> <p>08. MILITARY</p> <p>09. 000-00-0000/000-00-0000</p> <p>10. JONES, JOHN JAMES/JONES, JOHN JAMES</p> <p>13. IATR 23 NOV 45</p> <p>16. IATR RA</p> <p>73. NONE</p> <p>PROTECTIVE MARKING AUTO REMOVED IAW PARA 18B (2), AR 360-5</p>									
DISTR:									
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE						SPECIAL INSTRUCTIONS			
						ZFF 4			
TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE									
SIGNATURE						SECURITY CLASSIFICATION		DATE TIME GROUP	
						UNCLASSIFIED			

DD FORM 173

REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED.

GPO: 1971-431-071/1137

Figure 3-3. Sample SUPP report.

JOINT MESSAGEFORM							SECURITY CLASSIFICATION			
							UNCLASSIFIED			
PAGE	DRAFTER OR RELEASE TIME	PRECEDENCE		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY			
		ACT	INFO				DATE - TIME		MONTH	YR
01 OF 01		00	PP		EEEE					
BOOK NO	MESSAGE HANDLING INSTRUCTIONS									
<p>FROM: (RELEASING AGENCY) 7</p> <p>TO: DA</p> <p>INFO: (AS REQ BY REPT CMD)</p> <p>UNCLAS E F T O FOUO</p> <p>(DRAFTER'S OFFICE SYMBOL)</p> <p>DA FOR DAAG-PSC</p> <p>01. PROG</p> <p>02. BATTLE</p> <p>03. SMITE</p> <p>04. 1</p> <p>05. SMITE</p> <p>06. 101000</p> <p>07. HQ, USARV</p> <p>08. MILITARY</p> <p>09. 000-00-0000/000-00-0000</p> <p>10. JONES, JOHN JAMES/JONES, JOHN JAMES</p> <p>52. STALE. STILL VSI; PD OF HOSP UNK. EVAC NOT CONTEMPLATED AT THIS TIME.</p> <p>73. NONE</p> <p>PROTECTIVE MARKING AUTO REMOVED IAW PARA. 18B (2), AR 360-5</p>										
DISTR:										
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE						SPECIAL INSTRUCTIONS				
						ZFF 4				
R E L E A S E R	TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE					SECURITY CLASSIFICATION		DATE TIME GROUP		
	SIGNATURE					UNCLASSIFIED				

DD FORM 173

1 DEC 70

REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED.

☆ GPO: 1971 431-071/1137

Figure 3-4. Sample PROG report.

TABLE 3-1
ADDRESSEES FOR CASUALTY REPORTS

Line	Category of Person	Casualty Status	ACTION		INFORMATION ^{1/}									
			HQDA (DAAG-PSC), WASH DC 20314	CG, USARPAC STL MO 63132	CG of CONUSAMDW area where NOK resides ^{2/}	HQDA (DAMO-IAN), WASH DC 20310	HQDA (DAAG-ZA), WASH DC 20310	HQDA (DASU-ZA), WASH DC 20315	C, RET PAY DIV, FCUSA, FT BENJAMIN HARRISON IN 46249	C, CLAIMS DIV, SETTLEMENTS OF FT BENJAMIN HARRISON IN 46249	CG, USARPAC STL MO 63132	Other info addressees req by reporting command	HQDA (DAHI-ZA), WASH DC 20310	DIA 6-C, WASH DC 20301
1.	All reportable persons ^{3/}	Wounded, injured, or ill	X <u>4/</u>								X <u>5/</u>			
2.	All reportable persons EXCEPT US Army retired, separated, or discharged ^{3/}	Dead, missing, or returned to military control	X		X	X <u>6/</u>	X	X		X	X	X <u>5/</u>	X <u>2/</u>	X <u>1/</u>
3.	Retired general officers	Dead	X		X		X	X	X		X	X		
4.	Retired, separated, or discharged person who dies within 120 days after retirement, separation, or discharge (includes persons on TDRL)	Dead	X		X		X <u>8/</u>	X	X		X	X		
5.	All other retired persons (includes persons on TDRL)	Dead	X <u>4/</u>	X	X <u>4/</u>		X <u>8/</u>	X	X			X		

- ^{1/} Information addressees will not accomplish any notification action solely on the basis of casualty report.
- ^{2/} This addressee will be included ONLY for casualties occurring in CONUS.
- ^{3/} For individuals who become casualties while away from their permanent station, the CONUSAMDW or major oversea commander having jurisdiction over the unit of assignment will be an information addressee (para 3-9). For those individuals who become casualties while en route PCS, the CONUSAMDW or major oversea commander having jurisdiction over the new unit of assignment will also be an information addressee.
- ^{4/} To be included ONLY if notification by Chief, Casualty Division, TAGO, is required (chap.5) or if the casualty is the result of hostile action.
- ^{5/} The State adjutant general will be an information addressee on all casualty reports pertaining to ARNG personnel of that State.
- ^{6/} To be included ONLY for foreign national students who become casualties in CONUS (para 3-11).
- ^{7/} To be included ONLY for missing (PUNCH, DELAY, VICOR, BLEAK, INERT, TARRY, STRAY) or returned to military control (BRICK).
- ^{8/} To be included ONLY for persons on TDRL. When included it will contain "For: DAAG-PSC-R."

<i>Item</i>	<i>Title</i>	<i>Instructions</i>
29.	Date placed on TDRL	Enter date placed on TDRL using format shown in item 13.
30.	Continuously hospitalized from date of retirement?	Enter YES or NO.
31.	Legal residence	Enter the legal residence of the individual.
32.	Home address when hired	Enter the home address of the individual when he was hired.
33.	Source of pay	Enter AFE for appropriated fund employees, NAF for nonappropriated fund employees, or OTHER (and specify following code).
34.	Employer identification	Enter the specific employer of the individual.
35.	Name, address and relation of NOK to be notified	Enter the full name, relationship, and complete address (including ZIP code) of the next of kin to be notified.
36.	Name, relation, address and date notified of NOK already notified	Enter data as in item 35 for next of kin already notified.
37.	DA Form 41 data	Enter the date of preparation of DA Form 41, a dash, and the date of latest review.
38.	Vehicular data	Enter the code(s) from table 3-2 which reflects the vehicular involvement.
39.	Type of vehicle	Enter the specific type(s) of vehicle(s) involved (e.g., automobile, train, etc.).
40.	Ownership of vehicle	Enter the code(s) from table 3-2 which reflects the ownership of the vehicle(s).
41.	Position aboard vehicle	Enter the individual's specific position aboard the vehicle.
42.	Duty status at time of incident ..	Enter DUTY, LEAVE, PASS, AWOL, etc. If AWOL or DFR, include the date(s) placed in that status.
43.	Date-Time group of incident	Enter the date-time group in local time.
44.	Place of incident	Enter as specifically as possible, and in unclassified terms, the place where the incident occurred, including the name of a nearby town. (In Vietnam, state the province and the Military Region.) In hostile areas, and when reporting a battle casualty in other areas, include the grid coordinates. If the location is classified, so state and indicate that a classified SUPP report will follow.
45.	Activity at time of incident	For battle casualties, enter the general mission of the individual's unit. In other cases, describe the individual's activity at the time of the incident.
46.	Circumstances	Enter what happened. Report facts. If circumstantial evidence exists which cannot

<i>Item</i>	<i>Title</i>	<i>Instructions</i>
		be confirmed, include it, but clearly indicate where fact ends and supposition begins. Provide as much information as possible, but do not delay reports pending accumulation of details.
47.	Inflicting force	Enter code from table 3-2.
48.	Diagnosis	Enter complete diagnosis(es), to include all injuries or ailments in nontechnical language for VSI/SI/SPECAT patients. Description of injuries will include causative agent and circumstances. The information reported is subject to extensive scrutiny by the next of kin and their family physician. Be certain to report complete information and proper identification as to right or left, etc.
49.	Prognosis	Enter the reported individual's prognosis (e.g., good) as specified by appropriate medical authority.
50.	Place hospitalized	Enter both the hospital identification and the hospital location.
51.	Complete mailing address	Enter the complete, current mailing address of the reported individual, to include ZIP code or APO.
52.	Medical progress	Enter the code from table 3-2 which reflects the individual's medical progress. Also enter a narrative statement indicating the medical progress, date(s) placed on or removed from the VSI or SI list, period of hospitalization, evacuation plans, etc.
53.	Survivor assistance to be furnished by rept command?	Enter YES or NO.
54.	BPED	Enter the individual's basic pay entry date (BPED) using format in item 13.
55.	Amount of basic pay	Enter the specific amount of basic pay.
56.	Type of additional pay	Enter the code(s) from table 3-2 which reflects the type(s) of additional pay.
57.	Religious preference	Enter the specific denomination.
58.	Received religious ministrations	Enter YES, NO, or UNK.
59.	Decorations and awards	Enter all decorations and awards, using the abbreviations found in AR 310-50.
60.	Officially recommended for promotion	Enter YES, NO, or UNK.
61.	Date recommended	For O-1's, O-2's, W-1's, and W-2's, enter the date of the DA Form 78 (Recommendation for promotion of officer). For enlisted personnel, enter the date of the approved recommended list on which the individual

<i>Item</i>	<i>Title</i>	<i>Instructions</i>
		appears or the date recommended by his commander.
62.	Grade to which recommended	Enter the specific grade to which recommended.
63.	Held higher grade	Indicate whether the individual held a higher grade for 6 months or more by entering YES, NO, or UNK.
64.	Grade held	Enter the specific grade held.
65.	Period held	Enter the period during which the grade was held.
66.	Servicemen's group life insurance (SGLI) data	Enter date of signed SGLI election form filed in MPRJ. Use two positions for day; three positions for month; and two positions for year. Indicate that form will be forwarded by registered airmail to HQDA (DAAG-PSC), Washington, DC 20314, within 72 hours. Enter amount of SGLI in force, beneficiary (ies) designations, and settlement options, if any. If there is more than one SGLI election form in field records, dates and information on all forms will be reported and all forms forwarded within 72 hours. Enter dates and periods of time lost due to AWOL, if more than 31 consecutive days during current period of enlistment or induction (enlisted personnel) or tour of active duty (officers) after 28 September 1965. Such periods will include military and civilian confinement. If more than one period, separate with semicolons. If the individual was scheduled for ADT, or IDT, enter the inclusive dates (and times for IDT).
67.	Death gratuity data	Enter the code from table 3 2 which reflects payment of death gratuity.
68.	Line of duty status	Enter DANDY if no investigation is required; otherwise enter DOUBT.
69.	Date-Time Group of death	Enter the date-time group of death using local time.
70.	Place of death	Enter as specifically as possible, and in unclassified terms, the place of death. Include the name of a nearby town; grid coordinates are not necessary. If death occurred in a hospital, include the location of the hospital.
71.	Cause of death	Enter the specific medical diagnosis(es) and cause of death using diagnostic nomenclature based on the provisions of Section III, AR 40-400. In those instances where the individual was previously reported as wounded, include a notation to that effect.

- If an autopsy is being performed, so indicate in this item.
72. Status of remains Enter the code from table 3-2 which reflects the status of the remains.
73. Remarks Use this item for reporting data not recorded elsewhere. Include any information necessary to clarify preceding items; to explain corrections or additions; for requesting ITO; to report other individuals involved in the same incident; to advise whether the remains are pending positive individual identification; etc.

Table 3-4. ITEMS TO BE INCLUDED IN CASUALTY REPORTS

ITEMS TO BE INCLUDED IN CASUALTY REPORTS																			
ITEM NUMBER AND TITLE		INITIAL										LINE NO	STATUS CHANGE				1/PROG	1/SUPP	LINE NO
		MILITARY		CIVILIAN			RET	DEPENDENT			WND TO DEAD		MISS TO DEAD	RMC	NON TO HOSP				
		DEAD	MISS	WND	DEAD	MISS	WND	DEAD	DEAD	MISS						WND			
01	TYPE OF REPORT	X	X	X	X	X	X	X	X	X	X	01	X	X	X	X	X	X	01
02	TYPE OF CASUALTY	X	X	X	X	X	X	X	X	X	X	02	X	X	X	X	X	X	02
03	CASUALTY STATUS	X	X	X	X	X	X	X	X	X	X	03	X	X	X	X	X	X	03
04	REPORT NUMBER	X	X	X	X	X	X	X	X	X	X	04	X	X	X	X	X	X	04
05	PREVIOUS CASUALTY STATUS											05	X	X	X	X	X	X	05
06	INITIAL REPORT NUMBER											06	X	X	X	X	X	X	06
07	REPORTING UNIT IDENTIF	X	X	X	X	X	X	X	X	X	X	07	X	X	X	X	X	X	07
08	CATEGORY OF INDIVIDUAL	X	X	X	X	X	X	X	X	X	X	08	X	X	X	X	X	X	08
09	SSN (AND ASN, IF ANY)	X	X	X	X	X	X	X	X	X	X	09	X	X	X	X	X	X	09
10	NAME	X	X	X	X	X	X	X	X	X	X	10	X	X	X	X	X	X	10
11	SEX	X	X	X	X	X	X	X	X	X	X	11							11
12	RACE	X	X	X	X	X	X	X	X	X	X	12							12
13	DATE OF BIRTH	X	X	X	X	X	X		X	X	X	13							13
14	CITIZENSHIP	X	X	X	X	X	X		X	X	X	14							14
15	GRADE	X	X	X	X	X	X	X				15							15
16	COMPONENT	X	X	X				X				16							16
17	ORGANIZATION OF ASSIGNMENT	X	X	X	X	X	X					17							17
18	DUTY MOS	X	X	X								18							18
19	DATE COMMENCED TOUR 2/	X	X	X								19							19
20	BRANCH OF SERVICE 3/	X	X	X								20							20
21	SOURCE OF COMMISSION 3/	X	X	X								21							21
22	GRADE OF SPONSOR								X	X	X	22	X 4/	X 4/	X 4/	X 4/			22
23	NAME OF SPONSOR								X	X	X	23	X 4/	X 4/	X 4/	X 4/			23
24	RELATION OF CAS TO SPONSOR								X	X	X	24	X 4/	X 4/	X 4/	X 4/			24
25	SSN OF SPONSOR								X	X	X	25	X 4/	X 4/	X 4/	X 4/			25
26	ORGANIZATION OF SPONSOR								X	X	X	26	X 4/	X 4/	X 4/	X 4/			26
27	DATE OF RETIREMENT							X				27							27
28	ON TDRL AT TIME OF DEATH?							X				28							28
29	DATE PLACED ON TDRL							X 5/				29							29
30	HOSPITALIZED SINCE RETIRE							X				30							30
31	LEGAL RESIDENCE				X	X	X					31							31
32	HOME ADDRESS WHEN HIRED				X	X	X					32							32
33	SOURCE OF PAY				X	X	X					33							33
34	EMPLOYER IDENTIFICATION				X	X	X					34							34
35	NOK TO BE NOTIFIED	X	X	X	X	X	X	X 6/	X	X	X	35	X	X	X				35
36	NOK ALREADY NOTIFIED 7/	X	X	X	X	X	X	X	X	X	X	36	X	X	X				36
37	DA FORM 41 DATA	X	X	X								37							37
38	VEHICULAR DATA	X	X	X	X	X	X	X	X	X	X	38							38
39	TYPE OF VEHICLE 8/	X	X	X	X	X	X	X	X	X	X	39							39
40	OWNERSHIP OF VEHICLE 8/	X	X	X	X	X	X	X	X	X	X	40							40
41	POSITION ABOARD VEHICLE 8/	X	X	X	X	X	X	X	X	X	X	41							41
42	DUTY STATUS	X	X	X								42							42
43	DATE-TIME GP OF INCIDENT	X	X	X	X	X	X	X	X	X	X	43			X				43
44	PLACE OF INCIDENT	X	X	X	X	X	X	X	X	X	X	44			X				44
45	ACTIVITY AT TIME OF INCI	X	X	X	X	X	X		X	X	X	45							45
46	CIRCUMSTANCES	X	X	X	X	X	X	X	X	X	X	46	X	X	X				46

Table 3-4. ITEMS TO BE INCLUDED IN CASUALTY REPORTS—Continued

47	INFLECTING FORCE <u>2/</u>	X		X	X		X		X		X	47		X						47
48	DIAGNOSIS			X			X				X	48			X	X	X10/			48
49	PROGNOSIS			X			X				X	49			X	X	X10/			49
50	PLACE HOSPITALIZED			X			X				X	50				X	X10/			50
51	COMPLETE MAILING ADDRESS			X			X				X	51				X	X10/			51
52	MEDICAL PROGRESS											52					X			52
53	REPORTING CMD TO ASSIST	X	X		X	X						53	X11/	X11/						53
54	BPED	X	X									54	X12/							54
55	AMOUNT OF BASIC PAY	X	X									55	X12/							55
56	TYPE OF ADDITIONAL PAY	X	X									56	X12/							56
57	RELIGIOUS PREFERENCE	X	X		X	X			X	X		57	X							57
58	REC RELIGIOUS MINISTRATIONS	X			X				X			58	X	X						58
59	DECORATIONS AND AWARDS	X										59	X12/	X12/						59
60	RECOMMENDED FOR PROMOTION	X										60	X12/	X12/						60
61	DATE RECOMMENDED <u>13/</u>	X										61	X12/	X12/						61
62	GRADE TO WHICH RECOM. <u>13/</u>	X										62	X12/	X12/						62
63	PREVIOUSLY HELD HIGHER GRD	X										63	X12/	X12/						63
64	GRADE HELD <u>14/</u>	X										64	X12/	X12/						64
65	PERIOD HELD <u>14/</u>	X										65	X12/	X12/						65
66	SGLI DATA	X										66	X12/	X12/						66
67	DEATH GRATUITY DATA	X										67	X12/	X12/	*					67
68	LD STATUS <u>15/</u>	X										68	X12/	X12/						68
69	DATE-TIME GROUP OF DEATH	X			X			X	X			69	X	X						69
70	PLACE OF DEATH	X			X			X	X			70	X	X						70
71	CAUSE OF DEATH	X			X			X	X			71	X	X						71
72	STATUS OF REMAINS	X			X			X	X			72	X	X						72
73	REMARKS	X	X	X	X	X	X	X	X	X	X	73	X	X	X	X	X	X	X	73

1/ In addition to the required items, include all items to be corrected, or for which additional information is being reported

2/ Include only for those casualties occurring in a hostile area

3/ Include only for officer personnel

4/ Include only for dependents

5/ Include only if Item 28 is YES

6/ Include only if notification by TAG, DA, is required (chap 5)

7/ Include only if any NOK has been notified prior to submission of the report

8/ Do not include if Item 38 is NONE

9/ Include only for battle casualties

10/ Include only if changed since last report on individual

11/ Do not include for dependents

12/ Include only for military personnel

13/ Include only if Item 60 is YES

14/ Include only if Item 63 is YES

15/ Do not include for battle casualties

CHAPTER 4

CASUALTY REPORTING UNDER SPECIFIED CIRCUMSTANCES

Section I. SPECIAL INTEREST CASUALTY MATTERS

4-1. General. Certain casualty matters, because of the nature of the incident or because of the individual(s) involved, generate unusual interest. The following casualty incidents have been designated as special interest casualty matters:

- a. Multiply casualty events.
- b. Unique or bizarre incidents resulting in a casualty that can be expected to generate news interest.
- c. Any casualty incident involving a person subject to special interest (except outpatient treatment for illness for which the individual was not held for observation). Persons subject to special interest include:
 - (1) Active duty general officers and general officer designees.
 - (2) Colonels located outside of CONUS.
 - (3) Officers commanding battalions or units of similar size and responsibility in hostile areas.
 - (4) Field grade officers in advisory positions in hostile areas.
 - (5) Any Government official or public figure who becomes a casualty while under Army sponsorship.
 - (6) Other persons who have been identified by Chief, Casualty Division, TAGO, to the command concerned as subject to special interest.

4-2. Additional requirements in special interest casualty matters.

- a. Immediately upon receipt of information concerning a special interest casualty matter, the responsible reporting commander will relay all available information by the fastest possible method (normally telephone) to the

Chief, Casualty Division, TAGO. This advance report is designed primarily to *alert* casualty personnel of the casualty event. It will not be delayed pending accumulation of complete and detailed information.

- b. Unless advised otherwise, all status change and supplemental reports pertinent to such special interest casualty matters will also be relayed by the fastest possible method (normally telephone) to the Chief, Casualty Division, TAGO.

- c. Progress reports will be required (para 2-11) every 5 days, even though the patient is listed in the category of not seriously ill or injured. Termination of these progress reports may be made after the third report unless otherwise indicated by the Chief, Casualty Division, TAGO.

- d. All telephonic reports of this nature will be confirmed by electrical message.

- e. All reportable persons involved in a multiple casualty event will be reported, regardless of degree of severity of the wounds, injuries, or illness sustained.

- f. Elections by these individuals not to have their NOK notified will not normally be honored unless overriding considerations exist concerning the health and well-being of either the reported individual or his NOK.

- g. Notification of the NOK of individuals involved in special interest casualty matters will be accomplished without regard to normal hours of notification, if such is deemed appropriate and directed by the Chief, Casualty Division, TAGO.

Section II. CASUALTY REPORTING DURING CIVIL DISTURBANCES

4-3. Responsibilities. *a. Major commanders.*

(1) The major commander (CONUS-AMDW commander or major oversea commander) in whose area the civil disturbance occurs is responsible for—

(a) Providing the task force commander with assistance in all aspects of casualty reporting.

(b) Monitoring all casualty reports received from the task force commander and processing those reports, as required by paragraph 4-5.

(2) The major commander(s) from whose area(s) Active Army personnel are deployed is responsible for providing the task force commander with trained personnel to perform the casualty reporting function.

b. Installation commanders. Commanders of installations from which Active Army units and/or individuals are deployed will process casualty reports received from the task force commander, as required by paragraph 4-5.

c. Task force commander. The task force commander will—

(1) Establish a casualty reporting unit as an integral organizational element of the task force.

(2) Institute effective procedures to facilitate the timely flow of casualty information from elements of the task force to the task force casualty reporting unit.

(3) Establish immediate communication for casualty reporting purposes with the major commander in whose area the task force is deployed, the major commander from whose area Active Army personnel are deployed, and the home unit commander of National Guard and Reserve personnel.

4-4. Categories of casualties to be reported during a civil disturbance. A casualty report to HQDA(DAAG-PSC), Washington, DC 20314, is required whenever either Army National Guard personnel called into active Federal service or Active Army or Reserve personnel deployed with the task force or located in the area of operation of the task force are placed in one of the following categories:

a. Dead.

b. Missing (i.e., in one of the categories of the Missing Persons Act).

c. VSI or SI.

d. Injured or wounded, regardless of degree of severity, as a direct result of sniper fire, mob action, or individual rioters.

4-5. Reporting procedures. *a. Active duty personnel.* When reporting active duty personnel, the task force commander will telephonically report the casualty to the commander of the installation from which the individual was deployed; telephonic communication will be confirmed by electrical message. The installation commander will obtain required personnel information and submit a casualty report to HQDA(DAAG-PSC), Washington, DC 20314. Information copies will be provided to the major commander in whose area the installation is located and to the major commander in whose area the disturbance is occurring. The installation commander will also effect notification of NOK in accordance with current policies (chap. 5).

b. Army National Guard and Army Reserve personnel. When reporting Army National Guard and Army Reserve personnel called into active Federal service, the task force commander will telephonically report the casualty to the individual's home unit commander. The unit commander will obtain required personnel information and submit a telephonic report to the major commander in whose area the disturbance is occurring. Telephonic communications will be confirmed by electrical message. The major commander will submit a casualty report to HQDA(DAAG-PSC), Washington, DC 20314, and effect notification of NOK in accordance with current policies (chap. 5). The State adjutant general will be an information addressee on the casualty report submitted to HQDA(DAAG-PSC). Extreme caution must be exercised during the initial 24-hour period after Army National Guard personnel are called into Federal service. Casualties which were sustained by guardsmen while they were under State con-

trol, but are reported after the Guard is called into Federal service, must be reported through Army National Guard channels. However, all questionable casualties in terms of time of the incident will be reported through Active Army channels.

4-6. Statistical data. The task force commander will compile, record, and develop sta-

tistical data on all casualties. The casualties will be categorically listed by type, to include those that are nonreportable. Statistical data recording will commence with the onset of the operation and continue until the operation is terminated. Data will be readily available for reporting upon request by DA. The information will be available to other commands on a need-to-know basis.

Section III. CASUALTY REPORTING UNDER OTHER SPECIFIED CIRCUMSTANCES

4-5. Casualty reporting during hostilities. Commanders will prepare and periodically review procedures for casualty reporting to determine how effective and responsive these procedures will be during hostilities. Plans for a casualty reporting system during hostilities must consider and provide for—

a. A method of collecting casualty data within the area of operation, to include the use of DA Form 1155 (Witness statements on individuals) and DA Form 1156 (Casualty feeder reports).

b. A means of verifying the casualty status by comparison of casualty information with military personnel records. Such records include DA Form 41 (Record of emergency data), morning reports, military police and straggler reports, PW reports, medical treatment facility admission and disposition reports, graves registration and mortuary interment reports, and intelligence information reports.

c. A mass casualty reporting system.

d. The maintenance of a master casualty file.

e. The maintenance of statistical data on casualties.

f. The preparation of letters of sympathy.

g. The timely determination of line-of-duty status for nonbattle casualties.

h. The disposition of personnel records.

i. The provision of cutoff and disposition instructions for casualty files (AR 340-18-7).

4-8. Casualty reporting during movements by military air or sea to and from oversea commands. Should casualties occur while in the

air or at sea, the commander responsible for submitting casualty reports (BUPERS MANUAL 4210100 or AFM 30 4) will do so under the regulations of the governing service. If an Army member becomes a casualty, that commander is required to also notify HQDA- (DAAG-PSC) by "IMMEDIATE" precedence message.

4-9. Casualty reporting during field exercises.

a. Actual casualty reports. When maneuvers or major exercises of division size or larger are conducted, the maneuver or exercise director, or designated Army representative, will establish a central agency to prepare and process actual casualty reports while the exercise is in operation. The Chief, Casualty Division, TAGO, will be informed of the headquarters responsible for casualty reporting and the inclusive dates of responsibility.

b. Simulated casualty reports. Simulated casualty reporting during field exercises is essential as a training device that adds not only depth but realism to command exercises. Special care and handling of such simulated reports is required to insure that exercise messages remain within the exercise channels. Paragraph 5-44, AR 105-31, will be explicitly followed.

4-10. Casualty reporting during an attack on CONUS.

a. Upon employment of military resources in support of civil defense operations, civil defense reports which include the number of casualties of both military and civilian personnel will be sent by the CONUSAMDW commander concerned to the Commanding

General, US Continental Army command, as shown in AR 500-70.

b. Casualty information required by this regulation will be sent to HQDA(DAAG-PSC), Washington, DC 20314, or other designated headquarters, by any means, as soon as the tactical situation permits.

4-11. Prisoners of war in US Army custody. The camp (or hospital) commander, or other

officer charged with the custody of a prisoner before his death, will comply with AR 633-50.

4-12. Civilian internees in US Army custody. When a civilian internee dies or becomes seriously ill because of injury or disease, the camp or hospital commander will comply with AR 633-51.

CHAPTER 5

NOTIFICATION OF NEXT OF KIN

Section I. GENERAL NOTIFICATION POLICIES

5-1. General. Notification will be made promptly to the NOK of a casualty in an appropriate, dignified, and understanding manner. The notification procedures outlined in this chapter do not apply to prisoners of war in US Army custody or enemy nationals.

5-2. Policies. *a.* The desires of the individual, as expressed on his DA Form 41 or expressed at the time he becomes a casualty, should be followed.

b. Officers will be used to the fullest practicable extent to accomplish personal notification as the designated representative of the Secretary of the Army. When this is not feasible, enlisted personnel in grades E-7, E-8, and E-9 will be used; however, the grade of the

notifier should be equal to or higher than that of the casualty.

5-3. Conflicting evidence. If, after notification, evidence is presented which casts doubt on a report of death or missing status (e.g., a letter from the individual dated subsequent to the date of the casualty incident), an immediate telephonic inquiry through casualty reporting channels will be made. Such queries will be confirmed by electrical message. The command in which the casualty occurred will make a positive recheck, and immediate verification or appropriate explanation will be furnished back through casualty reporting channels. The NOK will be advised personally of the results of this query.

Section II. NOTIFICATION OF NOK OF DECEASED AND MISSING PERSONNEL

5-4. General. Personal notification will be made to the PNOK and certain SNOK (para 5-7) of all deceased and missing individuals for whom a casualty report is required (table 2-1), with the exception of retired or separated personnel. Notification will also be made to the NOK of retired personnel when the individual becomes a casualty overseas and the NOK is located in CONUS.

5-5. Responsibilities for notification. *a.* Primary responsibility rests with one of the individuals listed below in whose area of responsibility the casualty occurs:

- (1) CONUSAMDW commander.
- (2) Major oversea commander.
- (3) Senior Army representative.
- (4) State adjutant general for ARNGUS

personnel when death occurs during IDT (NGR 638-1).

b. When the NOK to be notified is not located in the area of the commander mentioned in *a*(1) through (4) above, reassignment of notification responsibility will be accomplished as follows:

(1) When the casualty occurs in one CONUS Army command and the NOK to be notified resides in a different CONUS Army command, the casualty information required to accomplish personal notification will be reassigned telephonically between the two concerned CONUS Army commanders.

(2) When the casualty occurs in CONUS and the NOK to be notified resides outside CONUS, the casualty information required to accomplish notification will be relayed by immediate message to HQDA(DAAG-PSC)

Washington, DC 20314. That office will assume responsibility for effecting notification of the NOK residing outside CONUS.

(3) When the casualty occurs in an over-sea command and the NOK to be notified resides in CONUS, the responsible major over-sea commander/senior Army representative, as appropriate, will relay the casualty report by immediate message to HQDA(DAAG-PSC). That office will assume responsibility for effecting notification.

(4) When the casualty occurs in an over-sea command and the NOK to be notified resides in a different over-sea command, the major over-sea commander/senior Army representative will relay the casualty report by immediate message to HQDA(DAAG-PSC). That office will assume responsibility for effecting notification.

5-6. Personnel resources. *a.* With a few exceptions, all officers and enlisted personnel in grades E-7, E-8, and E-9 (including personnel assigned to Department of Defense or Joint agencies and activities; Army Reserve advisors; Army National Guard advisors (with the concurrence of the responsible State adjutant general); and ROTC instructors) are available for use in the personal notification system. The exceptions are:

(1) Individuals assigned to the US Army Recruiting Command.

(2) Students at military or civilian schools.

(3) Military Intelligence Corps personnel and other personnel whose duties are such that they are required *not* to wear the uniform.

(4) Members of the Army Medical Corps. These individuals may effect notification when the NOK is present at the place of death; however, they will not be used otherwise in the personal notification system, except under unusual circumstances.

b. Where a known medical condition of a NOK exists which could require the presence of a physician during notification, the following guidelines apply:

(1) The family physician should be consulted first, if possible. Notification should be

made in the manner he recommends. If the family physician cannot be identified, any physician licensed to practice in the area where notification is to be made may be engaged to accompany the notifier. Operation and Maintenance, Army (OMA) funds will be used to reimburse the accompanying physician should he submit a bill.

(2) Members of the Army Medical Corps will *not* be used to accompany the notifier in these cases; however, they may be consulted for advice if they have been treating the person to be notified.

5-7. Persons to be notified. *a. Primary next of kin (PNOK).* Where the individual to be notified is:

(1) An individual's parent, both parents will be personally notified even if they are separated or divorced.

(2) Less than 21 years of age and not the spouse, the next in the normal line of family relationship who is 21 years of age or older, the child's guardian (if one has been appointed), or the person caring for the child, will also be personally notified.

b. Secondary next of kin (SNOK). Except as indicated in (3) below, notification to SNOK will NOT be accomplished until after the PNOK has been notified. Normally, the SNOK will be notified by a commercial telegram filed at the nearest access point or, in over-sea areas where no dependable commercial telegraph system exists, by a registered or similarly controlled letter signed by the commander or his designated representative. However, in certain cases the SNOK will be notified by means of a personal visit.

(1) Parents who are SNOK of an individual who is killed in action, dies of wounds or injuries received in action, dies while in a captured status, dies under circumstances which have not been clearly identified as either battle or nonbattle, or becomes missing and is classified as a battle casualty will be personally notified.

(2) Parents who reside near the PNOK will be personally notified by the same representative who notified the PNOK.

(3) If all efforts to contact or locate the

PNOK have been unsuccessful, the SNOK will be personally notified and queried regarding the whereabouts of the PNOK.

c. No record of NOK. If there is no record of a person to be notified and the identity of the NOK cannot be determined locally, any information which may help in finding the NOK will be immediately relayed through the chain of command to HQDA (DAAG-PSC), Washington, DC 20314.

d. Additional notification. If a dependent becomes a reportable casualty (table 2-1) and the sponsor desires that additional notification be made, such notification will be accomplished.

5-8. Notification procedures. The individual appointed to make personal notification will accomplish this in accordance with the guidelines established in the appendix.

5-9. Adverse medical reaction brought about by notification. Should a person suffer an adverse medical reaction which is directly attributable to a casualty notification, progress reports will be required.

a. If the person is hospitalized, a daily status report will be required until the individual is released, or until Chief, Casualty Division, TAGO, advises otherwise.

b. If the person is treated by a physician, but remains at home, a one-time status report will be required within 24 hours. Should the individual's condition worsen later and/or hospitalization become necessary, daily status reports will be submitted as in *a* above.

5-10. Command procedures. *a. Method of communication.*

(1) *In CONUS.* In CONUS, telephonic communication will be used exclusively to expedite the dissemination of casualty notification information among HQ, DA; CONUS Army commands; and CONUS installations. The AUTOVON network will normally be used; however, if delay is experienced, commercial facilities will be used.

(2) *Oversea areas.* Telephonic communication will be used between commanders wherever possible to insure rapid dissemination of casualty notification information. Elec-

trically transmitted messages may be used when telephonic communications are not available.

b. Hours of notification. Notification will be made with urgency. Except where the NOK is physically present at the place of death (e.g., at the hospital), personal notification of the NOK normally will be accomplished during the local time periods from 0600 hours to 2200 hours. However, notification between HQ, DA, and other commands is on a 24-hour-a-day, 7-day-a-week basis in order to provide maximum time in which to relay instructions and to select Army representatives to conduct the personal notification of the NOK.

c. Redirect actions.

(1) When the NOK to be personally notified has relocated within the geographic area of responsibility of the commander who has been designated to accomplish the notification action (para 5-5), that commander will redirect notification efforts within his command as necessary.

(2) When the NOK to be personally notified has relocated outside the geographic area of responsibility of the commander who has been assigned primary responsibility for accomplishing notification (para 5-5), the commander concerned will immediately relay that fact, together with the most recent information concerning the whereabouts of the NOK, to the originator of the casualty information (Chief, Casualty Division, TAGO, or CONUSAMDW commander). The originator of the casualty information will redirect notification action to the responsible commander within whose area the NOK has relocated. However, when the casualty occurs in CONUS, and the NOK to be notified remains in CONUS, redirect action will be accomplished between CONUS Army commanders.

d. Confirmation messages.

(1) Except when the NOK was physically present at the place of death, every personal notification will be promptly confirmed by means of a commercial telegram (fig. 5-1). (Parents living together will receive only one confirming telegram.) Confirmation telegrams will not request instructions from NOK regarding disposition of remains; this will be handled in a separate message (AR 638-40).

(2) The confirming message will be dispatched by the installation commander for CONUS casualties; the major oversea commander if the NOK is located overseas; or Chief, Casualty Division, TAGO, if the NOK is in CONUS and casualty occurred overseas.

(3) Under no circumstances will a confirmation message be sent to a NOK until verification has been received that personal notification of that NOK has been accomplished.

(4) A confirming message to the PNOK will not be delayed pending determination as to whether required personal notification(s) to other NOK has been accomplished, except when parents live together and only one parent has been personally notified. In these instances, since only a single confirming telegram is sent, it will be delayed until the other parent has been notified.

(5) In those oversea areas where a dependable commercial telegraph system is not available, confirmation messages may be sent by means of a registered or similarly controlled letter signed by the responsible commander or his designated representative. If the NOK will depart the oversea command within 7 days, this type of confirmation is not necessary.

5-11. Exceptions. *a.* It is important that the NOK be spared the shock of learning unofficially of the casualty through public information sources. Therefore, the following exceptions will apply.

(1) When there is an indication of intense interest in a casualty incident by public news media and a danger exists that specific casualty information may be released by them before personal notification of the NOK can be made due to time and distance factors, the commander responsible for notification may personally make such exceptions as are necessary to insure notification of the PNOK. This may include lifting the restriction on hours for notification, use of the telephone, use of a telegram, etc.

(2) When there has been a delay in reporting a casualty and there is a strong likelihood that the NOK may learn of the casualty through unofficial sources, telephonic or other means of notification to the NOK may be made on approval of the responsible commander.

b. When a member dies in a hospital, the hospital commander is authorized to use specific notification procedures as requested by the NOK present at the time of death.

Section III. NOTIFICATION OF NOK OF REPORTABLE WOUNDED, INJURED, OR ILL PERSONNEL

5-12. General. This section pertains to notification procedures for NOK of reportable wounded, injured, or ill persons who are identified as:

- a.* VSI.
- b.* SI.
- c.* SPECAT.
- d.* Not SI (battle).
- e.* Not SI (nonbattle) and subject to special interest.

5-13. Commanders responsible for notification. *a.* Primary responsibility for notification rests with the official indicated below within whose area of responsibility the casualty is located.

(1) *In CONUS.* The commander of the military medical facility in which the individual is located, or the commander having ad-

ministrative responsibility for the nonmilitary medical facility in which the individual is located.

(2) *Oversea commands.* The commander of the major oversea command within whose area of responsibility the casualty is located.

(3) *Other areas.* The senior Army representative.

b. When notification of the NOK is not within the capability of the responsible commander, he will relay the casualty information, by immediate message, to HQDA(DAAG-PSC). That office will assume responsibility for effecting notification in the following instances.

(1) When the casualty occurs in CONUS and the NOK to be notified resides outside CONUS.

(2) When the casualty occurs in an over-

CHAPTER 6

PREPARATION OF LETTERS OF SYMPATHY AND CONDOLENCE

Section I. LETTERS OF SYMPATHY

6-1. General. The letter of sympathy is designed not only as a means for extending expressions of sympathy to the PNOK, but also as an instrument through which the commander fully advises the NOK of the factual, detailed circumstances surrounding the military member's death or missing status.

6-2. To whom letters of sympathy will be sent.

a. A letter of sympathy will be sent to the PNOK of all deceased military members (including those in an AWOL status) and all missing military members, unless otherwise indicated in *c* below. Determination will be made by the general court-martial authority concerning whether to send a letter to the NOK in those instances involving deserters.

b. A letter will be sent to the parents when they are not the PNOK. If separated or divorced, individual letters will be prepared and dispatched to each parent.

c. Letters of sympathy will not be prepared for any NOK who, by his presence or through some appropriate source, is fully aware of the circumstances surrounding the casualty. In such cases, a letter of condolence will be prepared (para 6-8a).

6-3. Responsibilities for preparation of letters of sympathy.

a. The letter of sympathy will normally be prepared by the commander most knowledgeable concerning the individual and the circumstances surrounding the casualty. While this will usually be the individual's unit commander (company, battery, troop, or detachment), circumstances may require or even dictate that the letter will be written by another individual as outlined below:

(1) When a member dies or becomes miss-

ing while in a transient status, the commander having area responsibility for the location in which the incident occurred will prepare the letter of sympathy.

(2) When a member dies in CONUS subsequent to evacuation from an oversea medical facility, the letter of sympathy will be prepared by the commander of the medical facility in which death occurred; or, if death occurred in a nonmilitary medical facility, by the commander of the Army medical facility having administrative responsibility for the area in which the nonmilitary medical facility is located.

(3) When a member who is being medically evacuated dies while en route to a CONUS medical facility, the commander of the losing oversea medical facility will prepare the letter of sympathy.

b. Should a next of kin express a desire to receive a letter of sympathy from the decedent's previous unit commander, this information should be relayed to the Chief, Casualty Division, TAGO (HQDA(DAAG-PSC) Washington, DC 20314), for appropriate action.

6-4. Procedures for preparation of letters of sympathy.

a. When the casualty occurs in CONUS, the letter will be written within 24 hours after initial notification is dispatched to the PNOK and will be dated when prepared. However, the letter will not be mailed until confirmation has been obtained that notification of the NOK has been accomplished.

b. When the casualty occurs outside of CONUS, the letter will be written within 24 hours after the time of the incident or the time of submission of the initial casualty re-

port. The letter will be undated when prepared, and will not be dispatched until confirmation is received that the PNOK has been notified. Upon confirmation of notification, the letter will be dated and dispatched. If this confirmation has not been received within 48 hours after submission of the casualty report, a telephonic or electrical inquiry will be dispatched to the Chief, Casualty Division, TAGO (HQDA(DAAG-PSC)), regarding the status of notification action.

c. For procedures to be followed if the death or missing status resulted from an aircraft accident, see AR 95-5.

d. The letter will be airmailed when such action will speed delivery.

6-5. Content of letters of sympathy. Keep letter sincere and in simple language. Show a warm personal interest in the member and the person to whom it is addressed, extend condolences, and describe the circumstances attending the person's death or missing status. (Sample letters of sympathy are shown in fig. 6-1 and 6-2.)

a. Tell the circumstances factually, tactfully, sympathetically, and in logical sequence. Besides supplying enough facts to answer questions that the family would normally ask, give pertinent facts that would in some measure comfort the NOK (e.g., the member did not suffer, he received the last rites of his faith, memorial services were held). When appropriate, information concerning the individual's work and efficiency, and how he adapted himself to service life may be added. A statement about collection, safeguarding, and disposition of personal effects of the member may be included, provided the NOK is informed that the effects will be sent to the person authorized by law to receive them (AR 638-40). Avoid unfitting compliments and ghastly descriptions. Do not send photographs depicting casualties. Photographs and tape recordings of the memorial services may be included.

b. In hostile death, and missing cases, facts will be provided describing the combat operation or action and other circumstances attending the member's status, when security restric-

tions permit. Include details concerning the date, geographic location, and type of action. Carefully describe how the incident occurred and, if appropriate, indicate that medical aid was immediately available. State what the action accomplished if significant results were obtained and describe the contribution of the member in this and other actions.

c. Care will be taken when describing a missing case to avoid statements which will cause the NOK to lose all hope for the return of the member; or, conversely, to become overly optimistic about his chances.

d. Insure that information in the letter does not conflict with data previously provided in a casualty report. If information provided in a casualty report is later determined to be incorrect or incomplete, a supplemental report will be submitted to HQDA(DAAG-PSC) prior to dispatch of the letter of sympathy.

e. Letters of sympathy will not state that the member is being, or has been, recommended for a posthumous promotion, decoration, or award.

f. Letters to members of the same family, while agreeing on circumstances surrounding the casualty, will be changed somewhat to personalize each.

g. When full and accurate details cannot be furnished to the NOK until a thorough investigation or inquest has been conducted, an interim letter of sympathy will be prepared. Additional interim letters will be sent every 4 to 6 weeks, giving whatever facts are available. The letter will be sent sooner when significant facts have developed. Advise the NOK that they will be informed as soon as the full facts are known. CONUSAMDW and major oversea commanders will insure that these followup letters are sent on a timely basis for death cases. The Chief, Casualty Division, TAGO, will keep the family informed of the facts on missing persons.

h. Do not use terms or abbreviations that are unique to the military. Avoid the use of the terms "line of duty" and "misconduct." Writers and reviewers will make certain that the details given in each case agree with the findings of an investigation if one was conducted.

CHAPTER 7

CASUALTY ASSISTANCE

Section I. GENERAL

7-1. General. This chapter establishes policies and outlines procedures for accomplishing the objectives of the casualty assistance program. These objectives are to—

a. Furnish assistance to the NOK during the period immediately following a casualty.

b. Eliminate delay in settling monetary and allied benefits which are allowable to the NOK and assist in other related personal affairs.

7-2. Persons entitled to assistance. *a.* The PNOK of the individuals described below are entitled to casualty assistance:

(1) An individual who is VSI in an overseas medical facility when the presence of this PNOK is deemed necessary. In this case, DA may issue ITO to the PNOK (para 7-6).

(2) All persons who die or become missing while serving on extended active duty with the Army. This includes:

(a) Members of the RA; the ARNG; the USAR; USMA cadets; and persons appointed, enlisted, or inducted in a Regular or Reserve component or without a specific component.

(b) Army personnel who die in an AWOL status. However, assistance will NOT be provided to the NOK of personnel who die while in a bona fide desertion status. The determination as to whether an individual was indeed in a bona fide desertion status will be made by DA. When determination concerning the individual's status (AWOL or desertion) has been made by DA, it will be relayed to the appropriate commander in the area nearest the NOK.

(c) Members of the USAR and ARNG who die or become missing when performing ADT or IDT with or without pay, or while proceeding directly to or from such duty.

(d) Army National Guardsmen who die or become missing while on active duty during a civil disturbance.

(3) Army ROTC cadets who die while engaged in ROTC flight instruction or summer camp, or while performing authorized travel to or from the designated place of such training.

(4) Persons who die while en route to, from, or at a place for final acceptance for entry on active duty, or after having been selected for active service and ordered or directed to proceed to such a place.

(5) Separated or discharged persons who die within 120 days after their separation or discharge.

(6) Retired members of the Army who die (para 7-13).

(7) Civilian employees of the Army who die in an overseas area (para 7-14).

b. While the casualty assistance program provides assistance to the PNOK, judgment should be exercised and support, advice, and guidance rendered to other NOK based upon the situation encountered. Children of deceased individuals should be helped when necessary. When two or more persons at different addresses should be afforded assistance, it may be necessary that more than one commander provide the assistance. Coordination in these cases must be carefully effected.

c. When both parents die or are incapacitated or unavailable, and their minor children are being returned to CONUS, a responsible person will be designated to accompany them to their final destination (JTR 6400).

7-3. Responsibilities of CONUSAMDW and major overseas commanders in the casualty assistance program. The CONUSAMDW or

major oversea commander in whose area the PNOK is located is responsible for extending casualty assistance. To insure timely assistance and economy of operation, the appropriate commander may further delegate or assign assistance cases to commanders of his command's installations and activities, as well as to those units assigned to other commands within his geographic area of responsibility located near the residence of the NOK. USAR component activities, including National Guard advisor groups and ROTC instructor groups, may also be used in the casualty assistance program.

7-4. Responsibilities of senior Army representatives in other areas. When the NOK is located in an area outside of CONUS which is not assigned to any United States military command, the senior Army representative will be responsible for casualty assistance under this regulation. Casualty assistance programs should be developed prior to any specific requirement for them to preclude the delay encountered when inexperienced personnel are assigned assistance duties.

7-5. Assignment and transfer of assistance cases. While the appropriate commander (outlined in para 7-3) will extend assistance as required by this regulation, casualty assistance cases may be transferred to other CONUSAMDW or major oversea commanders when better service or economy can be achieved.

a. When the PNOK relocates before assistance actions are completed, the assistance case will be reassigned as indicated below. The losing area commander will promptly notify the Chief, Casualty Division, TAGO, concerning such movement.

(1) *In CONUS.* When the NOK moves—

(*a*) To another area in CONUS, the losing commander will send the complete case to the gaining CONUSAMDW commander, with an information copy to the losing CONUSAMDW commander. Telephonic notification with specific details will be provided prior to the move.

(*b*) Within a CONUSAMDW command, the losing commander will send the

complete case to that CONUSAMDW commander who will reassign it.

(*c*) Overseas, the losing commander will send the complete case to the appropriate oversea commander or to the senior Army representative, with an information copy to the losing CONUSAMDW commander. The commander initially responsible for providing assistance will promptly notify the gaining commander by message, furnishing such information as is necessary to permit him to continue providing the needed assistance effectively.

(2) *Overseas.* If the NOK located in an oversea area returns to CONUS or moves to another area overseas, the commander providing assistance will promptly notify the gaining commander. He will give the mode of travel; departure time; estimated time of arrival and address at destination; and such other information as is needed by the gaining commander to give assistance effectively, including specific actions that should be completed as soon after arrival as possible. The complete case will be sent promptly to the gaining commander.

b. When assistance will be needed at intermediate points en route to the final destination, the commander providing assistance will promptly inform the CONUSAMDW or major oversea commanders between the point of origin and the final destination of the travel details and the needs of the NOK while en route, and request assistance. Blue Bark procedures will be used when appropriate (AR 59-120).

7-6. Transportation. *a. ITO for NOK of VSI patients.* When the attending physician and the commander of a medical treatment facility consider that the presence of NOK is necessary and will contribute to the recovery of a VSI patient, the major commander may request TAG, DA, to extend an ITO to the NOK (normally the PNOK) and one other member of the family. This procedure will not be used for travel within CONUS or within an oversea command when the service member is serving an accompanied tour. Travel to a hostile fire area will not be authorized.

(1) Requests for ITO will be submitted by "IMMEDIATE" precedence message or

g. Insure that in those instances where the member was married but had surviving parents that pertinent information regarding the return of remains, funeral arrangements, and other similar information is being passed to the surviving parents. Information will also be furnished children of a decedent by a former marriage (or their guardian) and parents who did not have custody of decedent, when applicable.

h. Present, at an appropriate time, the Gold Star Lapel Pin to the widow or widower, to each of the parents, each child and stepchild, and other eligible relatives when authorized by AR 672-5-1. When applicable, the SAO will make the following entry in the remarks block of the Survivor Assistance Report: "Gold Star Lapel Pin presented to (NOK listed in item 7 by name(s), address(es), and relationship(s) to the deceased, and include date(s) presented)".

i. Give the NOK of a deceased active duty member a copy of DA Pam 608-4 during the initial personal visit.

j. Advise the NOK of monetary and other benefits and entitlements for which they should file applications, and help them file those applications. Use local facilities, such as legal assistance or copying equipment, in developing or supporting claims for these benefits. The NOK should, whenever possible, be accompanied to the VA office and the Social Security office for interviews.

k. Advise the NOK that the Army Finance Center will mail claim forms, with instructions for completion, to designated beneficiary(ies) for unpaid pay and allowances. Upon receipt of signed claim forms, the center will send a check to the beneficiary(ies). The NOK should also be advised that beneficiary for unpaid pay and allowances will also receive Soldiers Deposits, if any.

l. Counsel dependent NOK regarding period of entitlement for transportation and shipment of household goods and procedures for requesting extension of entitlement (AR 55-46).

m. See that the Chief, Casualty Division, TAGO, and the CONUS-AMDW commander are immediately notified of any move being

made or contemplated. Both the old and the new addresses, with the effective date of the move, will be included. This information will also be recorded in the Survivor Assistance Report.

n. Immediately inform the Chief, Casualty Division, TAGO (HQDA(DAAG-PSC)), if the NOK requests a letter of sympathy from the individual's unit commander in cases when the letter would normally be prepared by another official (para 6-3b).

7-11. Payment of maximum partial death gratuity. Where there is a surviving spouse, payment of a maximum partial death gratuity should be made within 72 hours after the initial notification of death, or within 72 hours of receipt of authorization, as applicable.

a. Direct payment. When practical, payment of the maximum partial death gratuity will be made directly to the eligible spouse by the local FAO. The SAO will assist in accomplishing this payment.

b. Payment through the SAO. If direct payment is not practical or possible, payment will be made through the SAO as outlined below

(1) When the report confirming notification of the NOK is submitted to the agency that provided the casualty information, the duty title and address of the commander designated to appoint the SAO and/or the duty title and address of the SAO will be included. Upon receipt of this information, the agency that provided the information for notification will send a message to the commander (or the SAO) authorizing maximum partial death gratuity payment provided that agency is in possession of the MPRJ and/or FIDRF; otherwise the authorization will be furnished by the agency having possession of records; FCUSA or Chief, Casualty Division, TAGO. This message will include data concerning the basic pay and years of service of the decedent for completion of DD Form 397.

(2) The SAO will:

(a) Give the Army FAO serving the area in which the NOK is located (or, if the area in which the NOK is located is not served by an Army FAO, to the Air Force accounting officer or the Navy disbursing officer) a duly certified DD Form 397 completed as to blocks

5 through 11, 13, and 14, and the claim certification portion of block 18. The DD Form 397 will be supported by copies of orders appointing the SAO as a Class A agent (unless funds are to be obtained from the disbursing officer of another service, in which case orders will authorize the SAO to obtain funds from the appropriate service) and copies of the message indicated in (1) above.

(b) Obtain from the finance or disbursing officer the gratuity check with the original and one copy of the DD Form 397 for delivery to the eligible payee.

(c) Obtain the required certification and signature on the original and one copy of DD Form 397 when presenting the check to the payee.

(d) Return to the finance or disbursing officer the signed original and one copy of the DD Form 397. If the payee does not sign the voucher, the SAO will return the voucher, the check, and a statement describing the details to the finance or disbursing officer for action.

7-12. Assistance at national and post cemeteries outside areas of responsibility. When the remains of a deceased active duty Army member are to be interred in a national or post cemetery outside the area of responsibility of the SAO, the CONUSAMDW or major oversea commander in whose area the cemetery is located will be notified so that a military attendant of at least equal rank to the deceased meets the NOK or their representatives upon arrival at the city in which the cemetery is located.

a. The following information, as a minimum, will be sent promptly to the appropriate CONUSAMDW or major oversea commander with an information copy to HQDA(DAAG-PSC).

- (1) Deceased's name and grade.
- (2) Location of military cemetery.
- (3) Mode of travel of NOK, to include flight number, etc.
- (4) Estimated time and place of arrival of NOK.
- (5) Accommodation requirements.
- (6) Name(s) of NOK arriving for funeral services.

b. The attendant to the NOK will give any needed assistance. This will include, but will

not be limited to, transporting dependents, arranging accommodations, informing of arrangements for interment, and making or confirming departure arrangements.

7-13. Assistance to the NOK of retired persons. NOK of retired members are entitled to survivor assistance of the same type as would have been provided if the death occurred on active duty, except no death gratuity will be paid.

a. When a commander is advised that a retired person in his area has died, he will offer to provide survivor assistance to the NOK. Since information concerning the death of retired persons is not always timely, it will not always be possible to establish contact with the NOK or to render complete assistance.

b. It will not always be possible to visit and provide assistance to the NOK unless they live close enough to an installation, activity, or unit that they can be visited and counseled in about half a day. When the survivors live so far from an installation that personal visit by the SAO is not practical, the responsible commander, or such other commander as he may direct, will write the family to extend condolences and inform them of the availability of an officer to assist them. This assistance may be provided by letter, personal visit, or both, as deemed appropriate by the responsible commander. If a reply to the letter is not received and the letter is not returned by postal authorities for a better address, it may be assumed that the recipient is not interested and the case may be closed. It may be reopened if the survivor later inquires.

7-14. Assistance to the NOK of civilian employees. Normally, formal survivor assistance is not provided to the survivors of civilians who are the responsibility of the Department of the Army. Oversea commanders, however, will furnish assistance to the dependents of deceased civilian employees within their respective commands, not to exceed that prescribed herein for military dependents. While such assistance will not normally be given after the dependents enter CONUS, responsible commanders will transfer the case to the appropriate CONUSAMDW commander so that he may furnish pertinent information to the civil-

ian personnel officer at the installation nearest the location of the NOK.

7-15. Disposition of survivor assistance reports. Survivor assistance reports will be forwarded

through channels to the responsible CONUSA-MDW or major oversea commander for review and corrective action. Controversial cases will be forwarded to HQDA (DAAG-PSC), Washington, DC 20314.

Section III. ASSISTANCE TO THE NOK OF MISSING/CAPTURED PERSONS

7-16. General. The responsibilities and procedures for providing assistance to the NOK or missing/captured persons are known as the Family Services and Assistance Program. This assistance will reflect a continuing concern for the welfare of the NOK.

7-17. Responsibilities of commanders. Responsibilities of commanders in this program are generally the same as those for the Survivor Assistance Program (sec II). Additionally, CONUSAMDW and major oversea commanders will maintain a list of the names and addresses of the NOK of missing/captured personnel who desire to communicate with the NOK of other missing personnel in their geographic area (para 7-20d). Commanders who are delegated responsibility for, or are assigned, assistance cases concerning missing or captured personnel will—

a. Appoint a Family Services and Assistance Officer (FSAO) from assigned personnel. Whenever possible, the FSAO will—

(1) Be a field grade officer or experienced captain, or an officer of any grade who is a member of the bar of any State or has the equivalent training.

(2) Be the most qualified of those available to assist and officially represent the NOK.

(3) Have an expected retention in the capacity of FSAO of not less than 12 months. Commanders will take every action possible to insure that officers so assigned are permitted to remain on the case for as long as possible.

b. Insure that procedures are in effect to train and update officers to serve as FSAO's. Orientation periods are recommended.

c. Insure that the FSAO is authorized direct access to the staffs of the installation and when necessary, of the Army area or major oversea command concerned.

7-18. Continuity of assistance. When an FSAO must be replaced because of reassignment, separation, or extended absence, he will accompany the newly appointed officer on his initial contact with the NOK. Where possible, strive for a leadtime of 60 days to insure that the NOK is prepared for this change and to assure that the new officer has time to become thoroughly familiar with the case and is prepared to continue the ongoing assistance without interruption.

7-19. Responsibilities of the FSAO. *a.* The FSAO should be aware that, although the duties and responsibilities of furnishing assistance to the NOK are secondary to his primary duty, they are time-consuming and involved. The degree of performance in this area impacts greatly upon the image of the Army. The FSAO should be thoroughly familiar with the contents of DA Pam 608-33 and DA Pam 608-4.

b. The FSAO must be readily accessible, at least by telephone, to the NOK.

c. The FSAO will brief the NOK on pay entitlements and accounts. This briefing will be accomplished after the initial contact with the NOK, consistent with the situation and the desires of the NOK. As a minimum, the information contained in part 4, chapter 3, DOD Military Pay and Allowances Entitlements Manual, should be covered. Additional information may be obtained from the Claims Division, Finance Center, US Army, Fort Benjamin Harrison, Indianapolis, IN 46249.

d. The FSAO will determine if the NOK desire to communicate with other nearby NOK of missing personnel. If they desire to do so, the FSAO will obtain a list of those other NOK who also desire to communicate from the CONUSAMDW or major oversea commander con-

cerned and furnish it to the NOK with whom he is dealing. The NOK will be advised that their names and addresses will be added likewise to the list maintained by the major commander.

e. A personal visit, unless otherwise stipulated by the NOK, will be made monthly to the family being assisted. The FSAO will prepare DA Form 2204 following the initial visit to the

NOK and after each subsequent visit. The reports will be forwarded through casualty reporting channels to the major commander in whose area the NOK is located. If the report contains controversial comments or problems, it will be forwarded by the major commander to HQDA (DAAG PSC-S), Washington, DC 20314, for review.

SURVIVOR ASSISTANCE REPORT			DATE	
For use of this form, see AR 600-10; the proponent agency is The Adjutant General's Office.			19 August 1971	
TO: Commanding General Fifth US Army ATTN: Casualty Branch Port San Houston, Texas		FROM: CPT R. E. Smith USAR Center 1735 Foss Street Baton Rouge, Louisiana 70802		
DECEASED OR MISSING				
1. LAST NAME - FIRST NAME - MIDDLE INITIAL DAVIS, THOMAS H. JR.		2. GRADE SFC E-7	3. SERVICE NUMBER SSN: 333-33-3333	
4. ORGANIZATION AND STATION Co A, 1st Bn, 2d Inf Div, APO San Francisco 96000				
5. DEATH OR MISSING STATUS	6. DATE 6 July 1971	7. PLACE Cu Chi, RVN		
8. DEATH - INTERMENT	9. DATE 12 July 1971	10. PLACE Port Hudson National Cemetery, Port Hudson, LA		
NEXT OF KIN AND DEPENDENTS				
11. GIVE NEXT OF KIN FIRST AND ADULT NEXT OF KIN SECOND. INDICATE IF SAME.				
LAST NAME - FIRST NAME - MIDDLE INITIAL		ADDRESS	RELATIONSHIP	CONTACTED YES NO
Davis, Mary E.		132 Main Street, Baton Rouge, LA 70802	Wife	X
(Wife is also adult next of kin)				
Davis, James P.		Same	Son	X
Davis, Jane P.		Same	Daughter	X
12. NEW ADDRESS OF NEXT OF KIN (No., street, city and state), IF MOVING			13. SCHEDULED DATE OF ARRIVAL	
Next of kin expects to remain at present address			N/A	
IN THE FOLLOWING LIST OF ACTIONS AND/OR BENEFITS INDICATE THE DATE OR DATES THAT ACTION WAS TAKEN. SPECIFY TYPE OF ACTION AS FOLLOWS: COUNSELLING (C), ASSISTANCE (A) OR REFERRAL (R), CLAIM OR APPLICATION SUBMITTED (CS), NO ACTION REQUIRED (NA), COUNSELLED, NO ACTION REQUIRED (CNA).				
ITEM		ACTION	DATE(S)	
9. INITIAL CONTACT MADE (Include time with date) ¹		A	1100 hours, 9 July 1971	
10. BURIAL ARRANGEMENTS AND RIGHTS				
a. FUNERAL SERVICES		A	9 July 1971	
b. MILITARY HONORS		A	9 July 1971	
c. NATIONAL OR POST CEMETERY		A	9 July 1971	
d. FLAG TO DRAPE CASKET		A	9 July 1971	
e. HEADSTONE OR MARKER		A	9 July 1971	
f. REIMBURSEMENT FOR PREPARATION AND TRANSPORTATION OF REMAINS IF PRIVATELY ARRANGED ²		N/A		
g. INTERMENT ALLOWANCE ²		C	10 July 1971	
h. SOCIAL SECURITY LUMP-SUM PAYMENT FOR BURIAL EXPENSES		CS	13 July 1971	
i. VA BURIAL ALLOWANCE (Retired cases only)		N/A		
¹ Which may be applicable to "enlisting" personnel cases. ² NOT generally applicable to retired personnel cases.				
CONTINUE ON REVERSE				

DA FORM 2204

REPLACES EDITION OF 1 JUL 62, WHICH IS OBSOLETE.

Figure 7-1. Sample Survivor Assistance Report (DA Form 2204).

ITEM	ACTION	DATE(S)
11. FINANCIAL ASSISTANCE (ABR. ARS, or ARC) ¹	CNA	10 July 1971
12. DA PAMPHLET 600-4 FURNISHED ²	C	10 July 1971
13. OFFICIAL STATEMENT OF DEATH	A	10 July 1971
14. WILL AND/OR PERSONAL AFFAIRS RECORD	CNA	10 July 1971
15. PERSONAL EFFECTS ^{1 2}	CNA	10 July 1971
16. TRAVEL OF DEPENDENTS ^{1 2}	C	13 July 1971
17. MOVEMENT OF HOUSEHOLD GOODS ^{1 2}	C	13 July 1971
18. DEATH GRATUITY PAY ²	A	10 July 1971
19. VA COMPENSATION OR PENSION	CS	13 July 1971
20. SOCIAL SECURITY BENEFITS	CS	13 July 1971
21. UNIFORMED SERVICES CONTINGENCY OPTION ACT (Retired cases only)	N/A	
22. GOVERNMENT LIFE INSURANCE (USGLI, NSLI, and SGLI)	C	13 July 1971
23. COMMERCIAL LIFE INSURANCE	C	13 July 1971
24. SETTLEMENT OF ACCOUNTS	C	13 July 1971
25. UNITED STATES SAVINGS BONDS	C	13 July 1971
26. ALLOTMENT ADJUSTMENTS (Missing cases only) ^{1 2}	N/A	
27. LEGAL ASSISTANCE ¹	R	13 July 1971
28. UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD (DD Form 1173) ¹	A	13 July 1971
a. MEDICAL CARE ¹	A	13 July 1971
b. COMMISSARY STORE PRIVILEGE ¹	A	13 July 1971
c. POST EXCHANGE PRIVILEGE ¹	A	13 July 1971
d. MILITARY MOTION PICTURE THEATER PRIVILEGE ¹	A	13 July 1971
29. INCOME TAX ¹	C	13 July 1971
30. CIVIL SERVICE SURVIVOR ANNUITIES	N/A	
31. CIVIL SERVICE JOB PREFERENCE	C	13 July 1971
32. CLAIMS FOR LOSS OR DESTRUCTION OF PERSONAL PROPERTY ^{1 2}	N/A	
33. DECORATIONS AND AWARDS ^{1 2}	CS	13 July 1971
34. HOMESTEAD PREFERENCE	C	13 July 1971
35. HOME LOAN GUARANTY BY VA	C	13 July 1971
36. RAILROAD RETIREMENT DEATH BENEFITS	N/A	
37. STATE BENEFITS	C	13 July 1971
38. EDUCATION OF CHILDREN	C	13 July 1971
39. ASSISTANCE AT INTERMEDIATE POINTS	N/A	
40. ASSISTANCE AT NATIONAL/POST CEMETARY	A	12 July 1971
41. CLAIMS IN FAVOR OF U. S. AR 27-18	N/A	
42.		
<p>43. REMARKS (Give any favorable or unfavorable comments made by next of kin. Express attitude shown toward DA, whether appreciative or critical.)</p> <p>Item 11: Financial assistance not required as local finance officer paid Mrs. Davis death gratuity in amount of \$2933. Item 27: Mrs. Davis requested help in settling insurance proceeds. Referred her to legal officer. Item 33: Mrs. Davis asked whether she could receive decorations and awards to which her husband was entitled. Prepared a letter to DA. Gold Star Lapel Button presented to NOK listed in item 7 above. Mrs. Davis expressed her thanks for the Army's help.</p>		
44. TIME AND DATE CASE RECEIVED BY ASSISTANCE OFFICER	45. DATE CASE COMPLETED	
1600 8 July 1971	13 August 1971	
TYPED NAME AND GRADE OF SURVIVOR ASSISTANCE OFFICER	SIGNATURE OF SURVIVOR ASSISTANCE OFFICER	
ROBERT E. SMITH CPT AR	Robert E. Smith	
<p>¹ Which may be applicable to "missing" personnel cases.</p> <p>² NOT generally applicable to retired personnel cases.</p>		

Figure 7-1- Continued.

telephonic communication (confirmed by followup message) to the Chief, Casualty Division, TAGO. The request will contain the following information:

(a) Name, address, and relationship of the NOK to the patient.

(b) Statement that the attending physician and the medical facility commander deem the next of kin's presence to be medically necessary.

(c) Passport and visa requirements for the NOK.

(d) Instructions on what the NOK is to do upon arrival (i.e., contact the staff duty officer, etc.).

(e) Information concerning the availability of Government quarters and messing facilities.

(f) Estimated cost per day per person to the NOK while present in the command.

(g) Type of weather the NOK should expect to encounter and type of apparel to be worn (spring, summer, etc.).

(2) All personnel are cautioned not to commit the Army to issuing ITO prior to official approval by TAG, DA. The NOK should be aware that when approved, Government transportation will be provided only overseas. Travel within CONUS and food and lodging, both within and outside of CONUS, will be the responsibility of the traveler.

(3) Reports.

(a) The appropriate APOE or command will submit a "PRIORITY" precedence message to the command the NOK will visit announcing ETA, ETD, and other pertinent flight information.

(b) The date of the next of kin's arrival in the oversea command will be included in the first progress report following arrival. The departure of the NOK will be reported in the next progress report.

b. *ITO for NOK of captured, missing, or detained personnel.* ITO may be approved by DA as outlined in AR 190-25.

c. *Use of vehicles.* When Government vehicles are used for travel to and from the home of the NOK by the survivor's assistance officer, family services and assistance officer (SAO/FSAO), they may be operated beyond

the permissible operating distance of the installation, activity, or unit providing assistance when necessary to accomplish the mission. Privately owned vehicles may be used to avoid undue delay and when their use is more advantageous to the Government.

7-7. *Casualty assistance kits.* a. In attempting to standardize the handling of casualty assistance, each command will prepare and keep up-to-date reference kits. These kits will include a standing operating procedure and will be loaned to the assistance officer to aid him in the performance of his job. The following publications and forms will be included in these kits: DOD Military Pay and Entitlements Manual, part 4, chapter 3, table 4-4-1, and chapter 5.

AR 37-104-2, paragraph 6-18

AR 40-121

AR 55-46

AR 600-10

AR 600-25

AR 608-50

AR 638-40

AR 643-50

AR 672-5-1

DA Pam 55-2

DA Pam 360-505

DA Pam 600-5

DA Pam 608-2

DA Pam 608-1

DA Pam 608-33

DA Pam 672-2

DA Form 2204 (Survivor Assistance Report)

DD Form 397 (Claim certification and voucher for death gratuity payment)

DD Form 1351-2 (Travel voucher or subvoucher)

DD Form 1351-4 (Voucher or claim for dependent travel and dislocation or trailer allowance)

DD Form 1701 (Inventory of household goods)

VA Form 21-534 (OAC 24) (Application for dependence or indemnity compensation or death pension by widow or child)

Note. VA forms are available at the nearest Veterans Administration Regional Office.

b. The kits should contain the location of the VA and Social Security offices and the telephone numbers of operating officials who co-

ordinate and provide information on all aspects of the casualty assistance program. When providing assistance to the NOK of missing persons, the kits should also contain the

location of and the services provided by the nearest Army Community Services Center and the American Red Cross, and information concerning Public Health Center operations.

Section II. ASSISTANCE TO THE NOK OF DECEASED INDIVIDUALS

7-8. General. The responsibilities and procedures for providing assistance to the NOK of deceased personnel are known as the Survivor Assistance Program.

7-9. Responsibilities of commanders. In administering the survivor assistance program, commanders who are delegated responsibility for, or are assigned survivor's assistance cases, will:

a. Appoint an SAO from assigned personnel. A person appointed as an SAO must be competent, dependable, and sympathetic. Personnel utilized in the personal notification system (para 5-4) may also be used as SAO, except that enlisted personnel will not be used.

b. Insure that each SAO is properly prepared and briefed on his responsibilities, as well as the specifics of the particular case he is handling.

c. When required, appoint the SAO as a Class A agent to the appropriate finance and accounting officer (FAO).

d. Notify the Chief, Claims Division, Settlements Operations, Finance Center, US Army, Fort Benjamin Harrison, Indianapolis, IN 46249, by telephone or by priority message when maximum partial gratuity payment cannot be made by the SAO or the FAO. When this notification is necessary, it should be given within 72 hours after the initial notification to the NOK or within 72 hours after the authorization to effect payment, as appropriate.

7-10. Responsibilities of the SAO. The SAO is responsible for assisting and counseling the PNOK on matters pertaining to the deceased. (Complete familiarity with DA Pam 608-33 is essential.) Additionally, he will—

a. Initiate a DA Form 2204 (sample report shown in fig. 7-1). This form acts as a check-

list of things to be done and is a record of when they were accomplished. The completed form also identifies problem areas involved and actions taken. A report is discretionary with the major oversea commander in the case of civilians.

b. Communicate with the NOK after initial notification in a timely and sympathetic manner (normally within 12 to 24 hours). He will assure them of the Army's interest in their welfare, briefly explain how he can assist, and arrange for a personal visit at their earliest convenience. Close coordination with the individual making the personal notification is essential if the first and subsequent contacts are to be productive.

c. Determine the immediate needs of, or problems facing the NOK, and render prompt, courteous, and sympathetic assistance. The SAO should direct all inquiries on nonrecoverability of remains to the Chief of Support Services, DA (HQDA(DASU), Washington, DC 20315).

d. Advise the NOK, when the NOK is a surviving spouse, of the payment of a maximum partial death gratuity, and assist in the payment of that gratuity (para 7-11).

e. Arrange for emergency financial help, when needed, with Army Emergency Relief or the American Red Cross.

f. Assist in arranging for military honors for the funeral, if desired by the NOK. This includes inspecting, orienting, and supervising military burial details (AR 600-25 and FM 22-5). In this connection, the SAO should be aware that the responsibilities of the military escort terminate upon delivery of the remains unless requested by the NOK to stay for the funeral. If so requested, the escort will inform the SAO of the request and be available to assist the SAO and the NOK.

g. Insure that in those instances where the member was married but had surviving parents that pertinent information regarding the return of remains, funeral arrangements, and other similar information is being passed to the surviving parents. Information will also be furnished children of a decedent by a former marriage (or their guardian) and parents who did not have custody of decedent, when applicable.

h. Present, at an appropriate time, the Gold Star Lapel Pin to the widow or widower, to each of the parents, each child and stepchild, and other eligible relatives authorized by AR 672-5-1. When applicable, the SAO will make the following entry in the remarks block of the Survivor Assistance Report: "Gold Star Lapel Pin presented to (NOK listed in item 7 by name(s), address(es), and relationship(s) to the deceased, and include date(s) presented)."

i. Give the NOK of a deceased active duty member a copy of DA Pam 608-4 during the initial personal visit.

j. Advise the NOK of monetary and other benefits and entitlements for which they should file applications, and help them file those applications. Use local facilities, such as legal assistance or copying equipment, in developing or supporting claims for these benefits. The NOK should, when possible, be accompanied to the VA office and the Social Security office for interviews.

k. Advise the NOK that the Army Finance Center will mail claim forms, with instructions for completion, to designated beneficiary(ies) for unpaid pay and allowances. Upon receipt of signed claim forms, the center will send a check to the beneficiary(ies). The NOK should also be advised that beneficiary for unpaid pay and allowances will also receive Soldiers Deposits, if any.

l. Counsel dependent NOK regarding period of entitlement for transportation and shipment of household goods and procedures for requesting extension of entitlement (AR 55-46).

★m. See that the Chief, Casualty Division, TAGO, and the casualty area commander are immediately notified of any move being made

or contemplated. Both the old and the new addresses, with the effective date of the move, will be included. This information will also be recorded in the Survivor Assistance Report.

n. Immediately inform the Chief, Casualty Division, TAGO (HQDA(DAAG-PSC)), if the NOK requests a letter of sympathy from the individual's unit commander in cases when the letter would normally be prepared by another official (para 6-3b).

7-11. Payment of maximum partial death gratuity. Where there is a surviving spouse, payment of a maximum partial death gratuity should be made within 72 hours after the initial notification of death, or within 72 hours of receipt of authorization, as applicable.

a. *Direct payment.* When practical, payment of the maximum partial death gratuity will be made directly to the eligible spouse by the local FAO. The SAO will assist in accomplishing this payment.

b. *Payment through the SAO.* If direct payment is not practical or possible, payment will be made through the SAO as outlined below.

(1) When the report confirming notification of the NOK is submitted to the agency that provided the casualty information, the duty title and address of the commander designated to appoint the SAO and/or the duty title and address of the SAO will be included. Upon receipt of this information, the agency that provided the information for notification will send a message to the commander (or the SAO) authorizing maximum partial death gratuity payment provided that agency is in possession of the MPRJ and or FDRF; otherwise the authorization will be furnished by the agency having possession of records; FCUSA; or Chief, Casualty Division, TAGO. This message will include data concerning the basic pay and years of service of the decedent for completion of DD Form 397.

(2) The SAO will—

(a) Give the Army FAO serving the area in which the NOK is located (or, if the area in which the NOK is located is not served

by an Army FAO, to the Air Force accounting officer or the Navy disbursing officer) a duly certified DD Form 397 completed as to blocks 5 through 11, 13, and 14, and the claim certification portion of block 18. The DD Form 397 will be supported by copies of orders appointing the SAO as a Class A agent (unless funds are to be obtained from the disbursing officer of another service, in which case orders will authorize the SAO to obtain funds from the appropriate service) and copies of the message indicated in (1) above.

(b) Obtain from the finance or disbursing officer the gratuity check with the original and one copy of the DD Form 397 for delivery to the eligible payee.

(c) Obtain the required certification and signature on the original and one copy of DD Form 397 when presenting the check to the payee.

(d) Return to the finance or disbursing officer the signed original and one copy of the DD Form 397. If the payee does not sign the voucher, the SAO will return the voucher, the check, and a statement describing the details to the finance or disbursing officer for action.

★7-12. Assistance at national and post cemeteries outside areas of responsibility. When the remains of a deceased active duty Army member are to be interred in a national or post cemetery outside the area of responsibility of the SAO, the Casualty Area or major oversea commander in whose area the cemetery is located will be notified so that a military attendant of at least equal rank to the deceased meets the NOK or their representatives upon arrival at the city in which the cemetery is located.

a. The following information, as a minimum, will be sent promptly to the appropriate Casualty Area or major oversea commander with an information copy to HQDA (DAAG-PSC).

- (1) Deceased's name and grade.
- (2) Location of military cemetery.
- (3) Mode of travel of NOK, to include flight number, etc.
- (4) Estimated time and place of arrival of NOK.
- (5) Accommodation requirements.

(6) Name(s) of NOK arriving for funeral services.

b. The attendant to the NOK will give any needed assistance. This will include, but will not be limited to, transporting dependents, arrangements for interment, and making or confirming departure arrangements.

7-13. Assistance to the NOK of retired persons. NOK of retired members are entitled to survivor assistance of the same type as would have been provided if the death occurred on active duty, except no death gratuity will be paid.

a. When a commander is advised that a retired person in his area has died, he will offer to provide survivor assistance to the NOK. Since information concerning the death of retired persons is not always timely, it will not always be possible to establish contact with the NOK or to render complete assistance.

b. It will not always be possible to visit and provide assistance to the NOK unless they live close enough to an installation, activity, or unit that they can be visited and counseled in about half a day. When the survivors live so far from an installation that personal visit by the SAO is not practical, the responsible commander, or such other commander as he may direct, will write the family to extend condolences and inform them of the availability of an officer to assist them. This assistance may be provided by letter, personal visit, or both, as deemed appropriate by the responsible commander. If a reply to the letter is not received and the letter is not returned by postal authorities for a better address, it may be assumed that the recipient is not interested and the case may be closed. It may be reopened if the survivor later inquires.

7-14. Assistance to the NOK of civilian employees. Normally, formal survivor assistance is not provided to the survivors of civilians who are the responsibility of the Department of the Army. Oversea commanders, however, will furnish assistance to the dependents of deceased civilian employees within their respective commands, not to exceed that prescribed herein for military dependents. While such assistance will not normally be given after the dependents enter CONUS, responsible commanders will

transfer the case to the appropriate Casualty Area commander so that he may furnish pertinent information to the civilian personnel officer at the installation nearest the location of the NOK.

★7-15. **Disposition of survivor assistance reports.** Survivor assistance reports will be forwarded through channels to the responsible Casualty Area or major oversea commander for review and corrective action. Controversial cases will be forwarded to HQDA (DAAG-PSC) 200 Stovall Street, Alexandria, VA 22332.

Section III. ASSISTANCE TO THE NOK OF MISSING/CAPTURED PERSONS

7-16. **General.** The responsibilities and procedures for providing assistance to the NOK or missing/captured persons are known as the Family Services and Assistance Program. This assistance will reflect a continuing concern for the welfare of the NOK.

★7-17. **Responsibilities of commanders.** Responsibilities of commanders in this program are generally the same as those for the Survivor Assistance Program (sec II). Additionally, Casualty Area and major oversea commanders will maintain a list of the names and addresses of the NOK of missing/captured personnel who desire to communicate with the NOK of other missing personnel in their geographic area (para 7-19d). Commanders who are delegated responsibility for, or are assigned, assistance cases concerning missing or captured personnel will—

a. Appoint a Family Services and Assistance Officer (FSAO) from assigned personnel. Whenever possible, the FSAO will—

(1) Be a field grade officer or experienced captain, or an officer of any grade who is a member of the bar of any State or has the equivalent training.

(2) Be the most qualified of those available to assist and officially represent the NOK.

(3) Have an expected retention in the capacity of FSAO of not less than 12 months. Commanders will take every action possible to insure that officers so assigned are permitted to remain on the case for as long as possible.

b. Insure that procedures are in effect to train and update officers to serve as FSAO's. Orientation periods are recommended.

c. Insure that the FSAO is authorized direct access to the staffs of the installation and, when necessary, of the Casualty Area or major oversea command concerned.

7-18. **Continuity of assistance.** When an FSAO must be replaced because of reassignment, separation, or extended absence, he will accompany the newly appointed officer on his initial contact with the NOK. When possible, strive for a leadtime of 60 days to insure that the NOK is prepared for this change and to assure that the new officer has time to become thoroughly familiar with the case and is prepared to continue the ongoing assistance without interruption.

7-19. **Responsibilities of the FSAO.** a. The ties and responsibilities of furnishing assistance to the NOK are secondary to his primary duty, they are time-consuming and involved. The degree of performance in this area impacts greatly upon the image of the Army. The FSAO should be thoroughly familiar with the contents of DA Pam 608-33 and DA Pam 608-4.

b. The FAO must be readily accessible, at least by telephone, to the NOK.

★c. The ESAO will brief the NOK on pay entitlements and accounts. This briefing will be accomplished after the initial contact with the NOK, consistent with the situation and the desires of the NOK. As a minimum, the information contained in part 4, chapter 3, DOD Military Pay and Allowances Entitlements Manual, should be covered. Additional information may be obtained from the Claims Division, US Army Finance Support Agency, Fort Benjamin Harrison, Indianapolis, IN 46249.

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★d. The FSAO will determine if the NOK desire to communicate with other nearby NOK of missing personnel. If they desire to do so, the FSAO will obtain a list of those other NOK who also desire to communicate from the Casualty Area or major oversea commander concerned and furnish it to the NOK with whom he is dealing. The NOK will be advised that their names and addresses will be added likewise to the list maintained by the major commander.

★e. A personal visit, unless otherwise stipulated by the NOK, will be made monthly to the family being assisted. The FSAO will prepare DA Form 2204 following the initial visit to the NOK and after each subsequent visit. The reports will be forwarded through casualty reporting channels to the major commander in whose area the NOK is located. If the report contains controversial comments or problems, it will be forwarded by the Casualty Area commander to HQDA (DAAG-PSC-S) 200 Stovall Street, Alexandria, VA 22332, for review.

SURVIVOR ASSISTANCE REPORT		DATE	
For use of this form, see AR 600-10; the proponent agency is The Adjutant General's Office.		18 August 1971	
TO: Commander Fort Sam Houston ATTN: Casualty Branch Fort Sam Houston, Texas 73234		FROM: CPT R. E. Smith USAR Center 1735 Foss Street Baton Rouge, Louisiana 70802	
DECEASED OR MISSING			
1. LAST NAME - FIRST NAME - MIDDLE INITIAL DAVIS, THOMAS H. JR.		2. GRADE SFC E-7	3. XXXXXXXXXXXX SSN: 333-33-3333
4. ORGANIZATION AND STATION Co A, 1st Bn, 2d Inf Div, APO San Francisco 96000			
5. DEATH OR MISSING STATUS	a. DATE 6 July 1971	b. PLACE Cu Chi, RVN	
6. DEATH - INTERMENT	a. DATE 12 July 1971	b. PLACE Port Hudson National Cemetery, Port Hudson, LA	
NEXT OF KIN AND DEPENDENTS			
7. GIVE NEXT OF KIN FIRST AND ADULT NEXT OF KIN SECOND. INDICATE IF SAME.			
LAST NAME - FIRST NAME - MIDDLE INITIAL	ADDRESS		RELATION- SHIP
Davis, Mary E.	132 Main Street, Baton Rouge, LA 70802		Wife
(Wife is also adult next of kin)			
Davis, James P.	Same		Son
Davis, Jane P.	Same		Daughter
8. NEW ADDRESS OF NEXT OF KIN (No., street, city and state), IF MOVING Next of kin expects to remain at present address			9. SCHEDULED DATE OF ARRIVAL N/A
IN THE FOLLOWING LIST OF ACTIONS AND/OR BENEFITS INDICATE THE DATE OR DATES THAT ACTION WAS TAKEN. SPECIFY TYPE OF ACTION AS FOLLOWS: COUNSELLING (C), ASSISTANCE (A) OR REFERRAL (R), CLAIM OR APPLICATION SUBMITTED (CS), NO ACTION REQUIRED (NA), COUNSELLED, NO ACTION REQUIRED (CNA).			
ITEM	ACTION	DATE(S)	
8. INITIAL CONTACT MADE (Include time with date) ¹	A	1100 hours, 9 July 1971	
10. BURIAL ARRANGEMENTS AND RIGHTS			
a. FUNERAL SERVICES	A	9 July 1971	
b. MILITARY HONORS	A	9 July 1971	
c. NATIONAL OR POST CEMETERY	A	9 July 1971	
d. FLAG TO DRAPE CASKET	A	9 July 1971	
e. HEADSTONE OR MARKER	A	9 July 1971	
f. REIMBURSEMENT FOR PREPARATION AND TRANSPORTATION OF REMAINS IF PRIVATELY ARRANGED ²	N/A		
g. INTERMENT ALLOWANCE ²	C	10 July 1971	
h. SOCIAL SECURITY LUMP-SUM PAYMENT FOR BURIAL EXPENSES	CS	13 July 1971	
i. VA BURIAL ALLOWANCE (Retired cases only)	N/A		
¹ Which may be applicable to "missing" personnel cases. ² NOT generally applicable to retired personnel cases.			
CONTINUE ON REVERSE			

DA FORM 2204

REPLACES EDITION OF 1 JUL 61, WHICH IS OBSOLETE.

★Figure 7-1. Sample Survivor Assistance Report (DA Form 2204).

ITEM	ACTION	DATE(S)
11. FINANCIAL ASSISTANCE (AER, ARS, or ARC) ¹	CNA	10 July 1971
12. DA PAMPHLET 600-4 FURNISHED ²	C	10 July 1971
13. OFFICIAL STATEMENT OF DEATH	A	10 July 1971
14. WILL AND/OR PERSONAL AFFAIRS RECORD	CNA	10 July 1971
15. PERSONAL EFFECTS ^{1, 2}	CNA	10 July 1971
16. TRAVEL OF DEPENDENTS ^{1, 2}	C	13 July 1971
17. MOVEMENT OF HOUSEHOLD GOODS ^{1, 2}	C	13 July 1971
18. DEATH GRATUITY PAY ²	A	10 July 1971
19. VA COMPENSATION OR PENSION	CS	13 July 1971
20. SOCIAL SECURITY BENEFITS	CS	13 July 1971
21. UNIFORMED SERVICES CONTINGENCY OPTION ACT (Retired cases only)	N/A	
22. GOVERNMENT LIFE INSURANCE (USGLI, NSLI, and SOLI)	C	13 July 1971
23. COMMERCIAL LIFE INSURANCE	C	13 July 1971
24. SETTLEMENT OF ACCOUNTS	C	13 July 1971
25. UNITED STATES SAVINGS BONDS	C	13 July 1971
26. ALLOTMENT ADJUSTMENTS (Missing cases only) ^{1, 2}	N/A	
27. LEGAL ASSISTANCE ¹	R	13 July 1971
28. UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD (DD Form 1373) ¹	A	13 July 1971
a. MEDICAL CARE ¹	A	13 July 1971
b. COMMISSARY STORE PRIVILEGE ¹	A	13 July 1971
c. POST EXCHANGE PRIVILEGE ¹	A	13 July 1971
d. MILITARY MOTION PICTURE THEATER PRIVILEGE ¹	A	13 July 1971
29. INCOME TAX ¹	C	13 July 1971
30. CIVIL SERVICE SURVIVOR ANNUITIES	N/A	
31. CIVIL SERVICE JOB PREFERENCE	C	13 July 1971
32. CLAIMS FOR LOSS OR DESTRUCTION OF PERSONAL PROPERTY ^{1, 2}	N/A	
33. DECORATIONS AND AWARDS ^{1, 2}	CS	13 July 1971
34. HOMESTEAD PREFERENCE	C	13 July 1971
35. HOME LOAN GUARANTY BY VA	C	13 July 1971
36. RAILROAD RETIREMENT DEATH BENEFITS	N/A	
37. STATE BENEFITS	C	13 July 1971
38. EDUCATION OF CHILDREN	C	13 July 1971
39. ASSISTANCE AT INTERMEDIATE POINTS	N/A	
40. ASSISTANCE AT NATIONAL POST CEMETARY	A	12 July 1971
41. CLAIMS IN FAVOR OF U. S. (AR 27-18)	N/A	
42.		
<p>43. REMARKS (Give any favorable or unfavorable comments made by next of kin. Express attitude shown toward DA, whether appreciative or critical.) Item 11: Financial assistance not required as local finance officer paid Mrs. Davis death gratuity in amount of \$2983. Item 27: Mrs. Davis requested help in settling insurance proceeds. Referred her to legal officer. Item 33: Mrs. Davis asked whether she could receive decorations and awards to which her husband was entitled. Prepared a letter to DA. Gold Star Lapel Button presented to NOK listed in item 7 above. Mrs. Davis expressed her thanks for the Army's help.</p>		
44. TIME AND DATE CASE RECEIVED BY ASSISTANCE OFFICER	45. DATE CASE COMPLETED	
1600 8 July 1971	13 August 1971	
TYPED NAME AND GRADE OF SURVIVOR ASSISTANCE OFFICER	SIGNATURE OF SURVIVOR ASSISTANCE OFFICER	
ROBERT E. SMITH CPT AR	Robert E. Smith	
<p>¹ Which may be applicable to "missing" personnel cases. ² NOT generally applicable to retired personnel cases.</p>		

Figure 7-1- Continued.

CHAPTER 8

INQUESTS AND MISSING PERSONS BOARDS OF INQUIRY

Section I. INQUESTS

8-1. Purpose of the inquest. The purpose of the inquest is to establish the cause, place, date, or circumstances of the death of an individual when one or more of these items is not known. The inquest also serves as a means of documenting the facts concerning the death of an individual and as a basis for providing information to the NOK.

8-2. Responsibilities for initiating the inquest.

a. For deaths occurring on a military installation. If the complete details of the death are not known, the commander of the installation at which the individual is found dead, will, as quickly as possible after discovery of the death, appoint a summary court officer to conduct an inquest. The officer appointed to conduct the inquest will be a field grade officer senior in rank to the deceased, unless directed otherwise by DA.

b. For deaths occurring away from a military installation. When an individual dies under unusual circumstances while away from a military installation or in an area under the jurisdiction of a foreign government, the individual's commander or the commander responsible for submitting the casualty report will request that the appropriate civilian authorities conduct an inquest or similar investigation to determine the facts surrounding the individual's death.

8-3. Conduct of the military inquest. *a.* The summary court officer will make his conclusions on the basis of evidence presented by

law enforcement agencies (military and civilian) and from the questioning of witnesses, including the medical officer or the civilian physician who examined the remains. The testimony of each witness will be placed in writing, subscribed to under oath, and appended to the report of inquest.

b. If an autopsy is necessary to ascertain the exact cause and time of death, the summary court officer will immediately notify the appointing authority so that arrangements can be made to perform the autopsy.

8-4. Disposition of reports of inquest. *a.* In CONUS. The summary court officer will submit a written report of the inquest to the commander who initiated the action. That commander will review the report for completeness and forward it as indicated below.

(1) If all the NOK to be notified are located in CONUS, the report will be sent to HQDA(DAAG-PSC), Washington, DC 20314, through command channels.

(2) If there are NOK to be notified outside of CONUS, a summary of the report of inquest will be sent to HQDA(DAAG-PSC), Washington, DC 20314, in the form of a supplemental casualty report. This report will be dispatched within 48 hours after receipt.

b. Overseas. For deaths occurring overseas, a summary of the results of the inquest will be forwarded to HQDA(DAAG-PSC), Washington, DC 20314, in a supplemental casualty report within 48 hours of receipt of the inquest by the major overseas commander or the senior Army representative.

Section II. MISSING PERSONS BOARDS OF INQUIRY

8-5. Purpose of the missing persons board of inquiry. A missing persons board of inquiry is conducted to develop all factors surrounding the disappearance of an individual previously reported under the provisions of this regulation as a missing person, to provide appropriate documentation of those factors; and to make a considered judgment based upon a review of those facts as to the current status of the individual. Further, the report of the board proceedings provides the basis for furnishing information to the NOK, responding to official inquiries, and conducting subsequent required reviews at DA level for those individuals who have been continued in a missing status.

8-6. Appointment of a board of officers. Within 7 days after an individual has been reported to DA as missing, a board of officers will be appointed to inquire officially into the status of the missing person. This board will be appointed by the commander having general court-martial jurisdiction over the unit to which the missing individual was assigned (or a higher authority designated by a commander authorized to make such designation). If no general court-martial authority exists, the appointment will be made by the commander reporting directly to HQDA.

a. A single board will consider the status of all individuals who were involved in the same incident and whose whereabouts and status are uncertain. When the subjects of this board of inquiry are from organizations under different general court-martial jurisdiction, the commanders exercising general court-martial jurisdiction will coordinate to determine which one will convene the board of inquiry, as well as the composition of the board.

b. The board will consist of not less than three commissioned officers. At least one of these officers will be senior to the person whose status is being inquired into or in the grade of major, whichever is higher.

8-7. Conduct of the board of inquiry. The board of inquiry will be conducted in accordance with AR 15-6. In addition, the following rules apply:

a. When an aircraft crash or disappearance of an aircraft is involved, witness statements or flight manifest must be obtained which specifically place the individual aboard the aircraft at the time of the incident.

b. When the death of a person being considered is a possibility, conclusive proof of death must be established. Conclusive evidence of death must be more than an indication of death. The facts must be such that death is the only plausible alternative under the circumstances.

8-8. Recommendations of the board. Based upon the investigation, the board will recommend that the individual's status be continued as missing or changed to another category provided in the Missing Persons Act, to dead, or to another appropriate status.

8-9. Report of board proceedings. The report of board proceedings will be submitted on DA Form 1574 (Report of proceedings by investigating officer (Board of officers)). The original copy of the report will be forwarded to the convening authority so as to arrive within 8 days after the board is appointed.

a. The following will be included in or with the report of board proceedings:

(1) Information concerning the duration, extent, and results of searches for the missing individual.

(2) A copy of the unit commander's letter of sympathy (circumstances) to the NOK.

(3) The names, identification, and original sworn statements from all persons who have knowledge of the circumstances of the disappearance.

b. In addition, if the individual is missing, captured, or detained as the result of armed conflict, the following documents and records will be submitted with the report of proceedings:

(1) A copy of the most recent official, or other, photograph available of the individual.

(2) A map of the area in which the individual(s) disappeared.

(3) Aircraft incidents should include a photograph or sketch of the crash site.

(4) When remains are not recovered, survivors should indicate, on a sketch, the extent of injuries or wounds they noted on the missing individual(s).

(5) A summary or reproduction of individual's medical and dental records giving complete identification data.

(6) A copy of the individual's DA Form 20 (Enlisted Qualification Record) or DA Form 66 (Officer Qualification Record).

(7) Extract of orders directing individual's unit of assignment.

(8) VA Form 29-8286 (Servicemen's Group Life Insurance Election) or DA Form 3054 (SGLI Election) completed by the individual.

(9) Copy of the individual's DA Form 41.

(10) Any other information or material concerning the individual which is received after he became a casualty.

8-10. Action by the convening authority. The convening authority will review the report of proceedings for completeness before forwarding to higher headquarters.

a. If the report is incomplete or if an administrative error has been made, the convening authority may return the report for further action by the board. However, the report will not be returned to the board solely because the convening authority does not agree with the recommendations of the board.

b. If the report is complete, the convening authority may agree with the recommendations of the board, or, if he disagrees, he may enter his own recommendations based on a review of the report. The convening authority will then accomplish one of the following actions:

(1) If the convening authority agrees with the recommendation of the board (or if he provides the recommendation) that the individual's status as a missing person be continued, the original copy of the report of the board proceedings will be forwarded through channels to HQDA(DAAG-PSC), Washington DC 20314, so as to arrive within 30 days after the date of the initial missing report if

the incident occurred in CONUS or within 45 days after the date of the initial missing report if the incident occurred overseas. The Chief, Casualty Division, TAGO, will review the report of proceedings and make final determination of status under the Missing Persons Act. The determination will be announced through channels to the convening authority.

(2) If the convening authority agrees with the recommendation of the board (or provides the recommendation) that the individual's status be changed to deceased (remains not recovered), an electrically transmitted STACH report will be submitted to the HQDA(DAAG-PSC) by the commander who submitted the initial missing report. The report of board proceedings will be forwarded through channels to HQDA(DAAG-PSC) (time limits as in (1) above).

(3) If the convening authority agrees with the recommendation of the board (or provides the recommendation) that the individual's status be changed to AWOL, an electrically transmitted SUPP report will be submitted to HQDA(DAAG-PSC) by the commander who submitted the initial missing report.

8-11. Second board of inquiry for individuals missing longer than 1 year. *a.* When an individual has been in a missing status for 11 months, the original convening authority will appoint another board of officers to evaluate the recommendations of the previous board of inquiry and any additional related data which have been accumulated. If, during the period since the individual become missing, the command represented by the convening authority has been reassigned to another major command or inactivated, the next senior headquarters of the original convening authority will cause the second board of inquiry to be appointed and conducted. The convening authority will submit the results of this review, with appropriate recommendations, through channels to HQDA(DAAG-PSC), Washington DC 20314, so as to arrive not later than 15 days prior to the anniversary of the incident.

b. Final determination of status will be accomplished at HQDA. The convening authority

and others in reporting channels will be notified by DA of the determination made. Determinations under the provisions of the Missing Persons Act (Pub. L. 89-554, 37, U.S.C.) are made in The Adjutant General's Office pursuant to authority delegated by the Secretary of the Army. This authority includes the responsibility to:

(1) Make all determinations of death and other status, and of essential dates (except determinations of fact of dependency) necessary to administration of the Act.

(2) Review the cases of persons missing or missing in action; direct continuance of the missing status; change status to another category provided by the Missing Persons Act; or

issue presumptive "Findings of Death" and determine the date upon which death shall be presumed to have occurred, under the provisions of section 555, title 37, United States Code.

(3) Make all determinations necessary under the provisions of section 556, title 37, United States Code. For the purpose of the Act, determinations so made will be conclusive as to death or findings of death, or as to any other status included or incorporated in the Act. The determination will be conclusive as to whether information received on any person is to be construed and acted on as an official report.

★Section III. STATUS REVIEW BY HQDA

8-12. Reason for status review. Pursuant to chapter 10, Title 37, United States Code, the Secretary of the Army or his designee may elect to review the case of those service members who have been carried in a missing status. This review may be accomplished for the following reasons:

a. The passage of time without any information which could relate to the likelihood of the member's return to military control;

b. The unavailability of any information from intelligence sources regarding the status of the service member;

c. The return to military control of other PW/MIA personnel and the lack of knowledge on their part of any information relating to the status of the missing member;

d. The remains of the missing personnel are recovered and positively identified; and

e. Such other circumstances as the Secretary of the Army or his designee deem to warrant a review.

8-13. Conduct of the review. The review of the status of the service member will be conducted in the following manner:

a. The NOK currently receiving governmental financial benefits which could be terminated by a status review will be notified that the status of the member will be reviewed. (In the event there are no next of kin eligible for notice of the pending review, the Secretary of the Army may afford the same rights to the PNOK (as defined in para 1-5b(3)) as though the PNOK were entitled to notice.)

b. NOK entitled to notice will be afforded the opportunity to attend a hearing, with or without a privately retained lawyer, in conjunction with this review.

c. NOK entitled to notice will be afforded reasonable access to the information upon which the status review will be based. Documents classified under the criteria specified in DOD 5200.1-R and AR 380-5 will not be made available to the NOK or to the Hearing Officer. However, every effort will be made to either downgrade the information which is classified or to present it in such a manner as to warrant removal of protective markings. (This may be accomplished by removing that portion of the information which caused it to be classified, such as the location of loss of the service member, the type mission in which he was involved, the source or collection means of the intelligence data, etc., or by unclassified summary.) In the event classified information cannot be downgraded or presented as aforementioned, the

classified information will not be made available to the Hearing Officer and may not be considered in the course of the review. Assistance will be provided by the Assistant Chief of Staff for Intelligence, DA, to insure that security procedures and data are not compromised.

d. NOK entitled to notice will be afforded the opportunity before and during the hearing to present information which they consider relevant to the proceedings. NOK entitled to notice will be furnished, upon their written request, a brief statement of the facts upon which the status review will be based.

e. NOK entitled to notice may elect to exercise any or all of the rights set forth above. Notification of the pending review will be made to the NOK entitled to notice via a registered return receipt requested mail. A reply to this notification indicating the desires of the NOK will be made to the notifying office (fig 8-1). The NOK notified will be afforded 21 days from the receipt of notification in which to make an election of the above rights. If no response is received, it will be presumed that the notified NOK have elected not to exercise the rights provided. NOK who are notified will be furnished pre-addressed indicia envelopes for the purpose of acknowledging the notification of review and electing or waiving applicable rights.

f. If notified NOK elect to attend a hearing, with or without a privately retained lawyer, a hearing date will be established and the NOK making the election will be informed. Upon written request by notified NOK, a delay in the review may be granted when it can be demonstrated that such a delay would be meaningful to the review or that such a delay would be essential in affording the NOK the opportunity to exercise their rights. A request for delay must be in writing and it must be made to the office conducting the notification. The Adjutant General will appoint a Hearing Officer who shall be a commissioned officer in the grade of O-4 or above. The hearing will be closed to the public and limited in attendance to only those NOK and their attorneys who have been afforded and elected the right of attendance, and will be nonadversarial in nature. A mechanical recording of the hearing will be prepared but will be transcribed only upon request of and at the expense of the requesting party. However, a summarized record of the hearing will be prepared in every case. The hearing agenda will be set by the Hearing Officer. Neither AR 15-6 nor strict rules of evidence apply. The inquiry will be confined to

matters of official record and such evidence, to include testimony of witnesses, as the attending NOK may present. The Hearing Officer will insure that attendees are given the opportunity to review the information from official records to be considered in the hearing, that NOK attending are permitted to submit relevant information, and that NOK attending are informed of the final recommendation of the Hearing Officer and the reasons therefor. If requested by the Hearing Officer, The Judge Advocate General will provide an attorney to be present for the hearing to provide legal advice to the Hearing Officer. If requested by the Hearing Officer, the Commanding Officer, USA Memorial Affairs Agency will provide a representative who is skilled in the forensic sciences and the identification processes used within that organization.

g. NOK who have attended the hearing will be furnished, upon their request, a complete copy of the summarized record of the hearing together with the recommendation and supporting reasons to be furnished to The Adjutant General.

h. If NOK who have attended the hearing or their privately retained lawyer objects to the

recommendations of the Hearing Officer, their objections to the recommendations of the Hearing Officer will be incorporated in the file sent forward to The Adjutant General. These objections must be presented to the Hearing Officer within 10 calendar days following the date the attending NOK are informed of the Hearing Officer's recommendations so that a decision by The Adjutant General is not unnecessarily delayed. An extension of this time may be granted by the Hearing Officer for good cause shown.

i. The Hearing Officer will submit the summarized record of the hearing, together with his recommendations and supporting reasons and the NOK objections, if any, to The Adjutant General of the Army who will render a decision as designee of the Secretary of the Army as to the status of the missing service member.

8-14. Costs incurred by the attending NOK.

Cost incurred by the attending NOK to include travel, lodging, local transportation, legal fees, transcription costs, witness expenses, and other expenses will be borne by the attending NOK and will not be reimbursed by the Government.

27 May 1974

C 2, AR 600-10

ELECTION OF RIGHTS

AFFORDED BY THE SECRETARY OF THE ARMY

IN CONNECTION WITH HIS REVIEW OF THE CASE OF

NAME SSN

Please check and initial all applicable statements

☐ _____ (I, We) have read and understand the rights which (I, We) have been afforded as stated in the letter with which this form is inclosed.

☐ _____ (I, We) further acknowledge notice of the pending review of the case of the serviceman named above, who is (my, our) _____.

☐ _____ (I, We) do hereby elect to waive all of the rights afforded (me, us) in connection with the pending review of the status of (my, our) _____.

(I, We) Desire:

- ☐ _____ a. To be furnished a brief statement of the facts upon which the status review will be based.
- ☐ _____ b. To attend the hearing.
- ☐ _____ c. To attend the hearing with a privately retained lawyer.
- ☐ _____ d. To have reasonable access to the information from official records upon which status review will be based.
- ☐ _____ e. To have the opportunity to present any information which is considered relevant to the proceeding.

SIGNATURE(S)

RELATIONSHIP TO
SERVICEMAN NAMED ABOVE

DATE

Mail completed form to:

HQDA (DAAG-PSC-P)
200 Stovall Street
Alexandria, Virginia 22332

Figure 8-1

CHAPTER 9

RECORD OF EMERGENCY DATA (DA FORM 41)

9-1. General. An individual's completed DA Form 41: *a.* Provides current emergency information concerning that specific member of the Army.

b. Is a legal document by which the member can designate beneficiaries for unpaid pay and allowances or for death gratuity pay when there is no surviving spouse or child.

c. Serves as a guide for disposition of pay and allowances should the member become a missing person.

9-2. Responsibilities. *a.* Each individual is responsible for insuring that the information contained on his DA Form 41 is current and that his unit personnel officer is kept advised of any changes in that information.

b. The specific activity responsible for the initial preparation of DA Form 41 depends upon the category of personnel for whom the form is being prepared (table 9-1).

c. The activity having the individual's personnel records is responsible for submitting an updated DA Form 41 when changes occur (para 9-3b).

d. Organization and activity commanders are responsible for insuring that—

(1) Personnel are counseled concerning the importance of maintaining their DA Form 41 in a current fashion.

(2) DA Form 41 is reviewed as required by paragraph 9-5.

9-3. Preparation of DA Form 41. *a.* The DA Form 41 will be filled out in accordance with the instructions contained in the left margin of the form and on the reverse side of the paper copy. (Sample of a completed DA Form 41 is shown in fig. 9-1.)

b. A new form will be submitted whenever there is a change to any item marked with an asterisk.

c. The card copy will NOT be stapled, folded, or otherwise mutilated.

d. If the form consists of more than one card, the cards may be held together with a paper clip.

9-4. Disposition of DA Form 41. Instructions for disposition of DA Form 41 are contained in table 9-2.

9-5. Review of DA Form 41. The DA Form 41 for each individual will be reviewed for completeness and accuracy—

a. Upon arrival at a new station.

b. During processing for oversea movement.

c. Annually during the quarter marking the month of the individual's anniversary of birth, provided this is accomplished within 1 year subsequent to the previous review.

Table 9-1. ACTIVITIES RESPONSIBLE FOR INSURING THAT
DA FORMS 41 ARE INITIALLY PREPARED

LINE	CATEGORY OF PERSONNEL	RESPONSIBLE ACTIVITY
1	Inductees	Armed Forces examining and entrance station
2	Enlistees and reenlistees from civilian life	Recruiting Main Station
3	Reservists	Unit of assignment
4	Army National Guardsmen	Unit of assignment (NGR 640-2)
5	USMA cadets and newly commissioned graduates	US Military Academy
6	ROTC cadets and newly commissioned graduates	ROTC instructor group
7	Second lieutenants commissioned under Early Commissioning Program (assigned to USAR Control Group (Delayed))	Army headquarters processing the appointment
8	Direct appointment from civilian life	Unit of assignment

[illegible]

	RELATIONSHIP	PAY PER CENT	FIRST NAME, MIDDLE INITIAL, LAST NAME	STREET ADDRESS, CITY, STATE, AND ZIP CODE
*20. Beneficiary(ies) for unpaid pay and allowances, gratuity pay, and savings deposits, and percent to each.	Father	100	Charles B. Jones	Same as item 19
*21. "Warrant(s)" for gratuity pay and allowances, and percent to each if there is no surviving spouse or child. Beneficiary(ies) can only be parents, brothers, sisters(s), or persons in loco parentis.	Father	100	Charles' B. Jones	Same as item 19
*22. Disposition of pay and allowances if missing, and percent to each. Designate individuals, Uniformed Services Savings Thrifts or Bonds; (see instructions for Stock Entries on page 7).	NA	100	Uniformed Services Savings Deposits	NA
*23. Name(s) of insurance company(ies). Include policy number(s) if known.	Mutual of California Insurance Co; Policy # 2345678901			
*24. If beneficiary is divorced, include date(s) of marriage(s) and divorce(s), and pay(ies) granted legal custody of children.	NA			
*25. Location of Will.	NONE			
*26. Any adult next of kin listed in Item 19 NOT to be notified if member becomes a casualty. Include specific reason.	NONE			
DISTRIBUTION INSTRUCTIONS				
27. REMARKS AND CONTINUATION				
1. Original - Chief Casualty Division (Card) The Adjutant General's Office Department of the Army Washington, D. C. 20314	NONE			
2. Copy - File in Personnel Records Jacket (mail original within 24 hours)				

Figure 9-1. Sample DA Form 41.

TABLE 9-2. DISPOSITION INSTRUCTIONS FOR DA FORM 41

<u>LINE</u>	<u>CATEGORY OF PERSON</u>	<u>INITIAL DISPOSITION</u>	<u>DISPOSITION UPON CHANGE OF STATUS</u>
1	Active duty personnel	Airmail card to TAGO.1/ File paper copy in MPRJ.	Upon discharge (except to reenlist) or upon release from active duty, destroy paper copy. Upon death or retirement, send paper copy to FCUSA ^{2/} with the final military pay voucher.
2	USMA cadets	Keep both copies in cadet's file at Academy.	When commissioned, fill out a new DA Form 41 and comply with line 1 of this table. If death occurs while in a cadet status, airmail card copy to TAGO1/ immediately and airmail paper copy to FCUSA ^{2/} with the final military pay voucher.
3	ROTC cadets	Keep both copies in cadet's file maintained by PMS of school	When commissioned, fill out a new DA Form 41 and comply with line 1 of this table. When attending summer camp, card copy will be sent to the commander of the installation where cadet will attend camp. When camp ends, return card copy to PMS. If death occurs during summer camp (including travel to and from), forward copies in same manner as for USMA cadets (see line 2 of this table).
4	All other	Home unit will keep card copy. File paper copy in MPRJ.	When personnel transfer and handcarry MPRJ, card copy will be maintained by the losing unit until individual arrives and gaining unit requests card copy. When ordered to active duty for 6 months or more (4 months or more for REP-63 personnel ordered to initial ADT), verify information and comply with line 1. If death occurs while performing Reserve (inactive) duty training, ADT other than as indicated above, or while proceeding to or from such training, forward as for USMA cadets (line 2 of this table).

1/ HQDA(DAAG-PSC), Washington, DC 20314

2/ Commanding General, Finance Center, US Army, ATTN: Chief, Claims Division, Settlements Operations, Fort Benjamin Harrison, Indianapolis, IN 46249

APPENDIX

GUIDANCE TO INDIVIDUAL MAKING PERSONAL NOTIFICATION

REMEMBER:

As a personal representative of the Secretary of the Army you are expected to be courteous, helpful, and sympathetic toward the NOK in this most sensitive mission of personal notification. Your presence is designed to soften the blow, if possible, and show the Army's concern for its personnel, their dependents, and their NOK. Each notification action will be different as a result of the individuals and circumstances involved which can precipitate different reactions. Your alertness to the needs of the individual will assist the DA in maintaining a rapport with the NOK at this time of their greatest need. Your actions in this difficult task can improve the image of the Army as well as increase confidence in the Army on the part of the public.

DO'S

1. Present a soldierly appearance—be as neat in appearance and attire as the circumstances permit.
2. Call on the NOK promptly after receiving casualty information. However, the visit should occur only during the hours from 0600 to 2200, local time, unless otherwise directed.
3. Make the visit as inconspicuous as possible.
4. Be as natural as possible in speech, manner, and method of delivery of the notification. Furnish the NOK essentially the following information:
 - a. *For death cases:* "The Secretary of the Army has asked me to express his deep regret that your (relationship) (died/was killed in action) in (country) on (date). (State the circumstances.) The Secretary extends his deepest sympathy to you and your family in your tragic loss."
 - b. *For missing cases:* "The Secretary of the Army has asked me to inform you that your (relationship) has been reported (missing/missing in action) in (country) since (date). (State the circumstances.) When additional information is received, you will be promptly notified. The Secretary extends his deepest sympathy to you and your family during this most trying period."
5. Be alert for any adverse reaction to the news. If there apparently is no other adult member of the family at home and the news produces a shock that would seem to make it desirable for someone to be with the next of kin, ask, "Is there anything I can do?" or in case of severe reaction say, "May I call someone or ask a neighbor to step in?"

6. Inform the PNOK of a subsequent visit by an SAO FSAO, but do not specify date or time he will visit (chap. 7).
7. Inform the NOK that a followup confirmatory message will be received through commercial telegraph facilities. Advise that a 24-hour time lapse is not considered excessive.
8. In death cases, if remains have been recovered, inform the NOK that a message on disposition of remains will be forthcoming. In the case of SNOK (parents), inform them that the PNOK will receive a message on disposition of remains. If remains were not recovered, the NOK will be advised on the procedures for conducting a memorial service as outlined in AR 638-40.
9. Solicit the assistance of neighbors, friends, clergyman, postmaster, or police chief, as necessary, in locating NOK who are not at home. Care must be taken not to disclose the full purpose of your mission. If the absence is temporary, you may await their return or go in search of them, depending on the circumstances. If the NOK is out of town and not expected to return shortly, ascertain the *exact* location and accomplish the visit if within a reasonable geographic distance, or telephonically redirect action immediately through the casualty reporting chain of command.

ONCE NOTIFICATION ACTION HAS BEGUN, IT MUST BE
CONTINUED TO COMPLETION.

10. Inform the PNOK (wife) that personal notification will be made to the SNOK (parents) if such notification is required by paragraph 5-7.
11. Inform the SNOK (parents) that the PNOK (wife) has already been informed.
12. Inform the NOK that a letter will be forthcoming from the individual's commander which will provide more complete details (chap. 6).

DON'TS

1. Don't notify by telephone.
2. Don't call for an appointment prior to visiting.
3. Don't hold your notes or a prepared speech in hand when approaching the residence of the NOK.
4. Don't divulge your message except to the person or persons concerned.
5. Don't leave word with neighbors or other individuals to have the NOK call you.
6. Don't speak hurriedly or continuously refer to notes when talking to the NOK.
7. Don't use code words which may have been used in the casualty report. See table 3-2 for definitions of the code words.
8. Don't use gestures which *might be misconstrued* as manifestations of being overly sympathetic.
9. Don't touch the NOK in any manner unless there is extreme shock or fainting, in which case render appropriate assistance.

10. Don't discuss entitlements in death cases at this time. (Acknowledge either the fact that you are not knowledgeable in this field and that an SAO will be assigned to discuss such matters, or if you are the SAO, inform the NOK that you will return later to discuss all details.)

11. Don't discuss disposition of remains or personal effects.

12. Don't inform SNOK (parents) that they will receive a subsequent visit from a SAO, unless the PNOK is a minor and not the spouse.

13. Don't commit your organization or DA to accomplishing an action or obtaining some information by a given time. All requests for information or other assistance will, however, be forwarded to the proper agency or through the casualty reporting chain of command without delay.

14. Don't stop in taverns or similar establishments while awaiting the return of the NOK.

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